



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>INSURANCE REGULATION LIAISON</b>	<b>42</b>	<b>A</b>	<b>11.405</b>

Under general direction of the Commissioner of Insurance, coordinate, review and control major technical projects of the Division of Insurance related to the following areas: consumer services, life and health, medical legal screening panel, property and casualty, and self-insurance for worker's compensation; and plan and direct other areas of insurance regulation as assigned by the Commissioner.

Work in conjunction with Deputies and Section Chiefs to coordinate projects as assigned by the Commissioner; organize and coordinate the work of employees on the projects; prioritize work assignments; develop alternate approaches and tactics; report to the Commissioner on the status of various projects and assignments; evaluate performance results and monitor statistics on such performance and various projects; provide analysis and reports regarding the extent that attainment of division goals and programs and compliance with Title 57 of Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC).

Formulate policies and plans; draft laws and regulations, bulletins and orders; respond to requests from the public, other regulatory agencies, and the Legislature.

Make recommendations regarding future procedures, plans, directives, legislation and regulations; review programs, new legislation and regulations; identify problems; evaluate current factors, predict trends, and prepare proposals and procedures for review by the Commissioner to plan for future needs within the division, State and insurance industry.

Represent the division by appearing as an official representative; present testimony or confer at governmental and public forums including the Legislature, public hearings, private meetings, regulatory meetings with licensees or other regulators, with the NAIC (National Association of Insurance Commissioners); respond in writing to complaints, inquiries, public information requests, official communications or bulletins; give informational presentations to civic groups, professional organizations, other regulators and State agencies, representatives of other states, licensees and their officers and representatives, including their attorneys, federal agencies and representatives, and legislators to promote the division's viewpoint, and provide information on insurance laws and regulation; propose policy and plans for the division; make reviews and recommendations as hearing officer and as assistant to the Commissioner.

Analyze data and reports, including financial statements of insurers and other licensees, budget records of the division, rates and form filings, statistics related to those reports, examination reports of insurers, legal documents such as articles of incorporation, by-laws, orders, contracts, policies and similar documents to ensure compliance with Title 57 of NRS and the procedures of the division.

Organize and prioritize tasks for staff assignments by the Commissioner to ensure completion of projects and goals of the division and to respond to members of the public, other State or federal agencies and representatives and licensees.

Draft legal documents, including contracts, opinions, orders, bulletins, regulations, proposed legislation, prosecutorial documents, including subpoenas; technical reports for use by the Commissioner, other staff members, members of the public or other state or federal agencies, to ensure the completion of the goals and programs of the division and to further the regulation of insurance pursuant to Title 57 of NRS.

Travel within Nevada and out of state to represent the division and to conduct or supervise investigations, prosecutions, serve as hearing officer or provide information related to insurance laws and regulations.

Assist members of the public, legislators, the deputy attorney general assigned to the division, licensees, other state agencies, representatives of other states or federal agencies and respond to questions or problems related to insurance, to ensure understanding and compliance with Title 57 of NRS.

Perform related duties as assigned.

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MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- \* Two years of experience in the actual operation, management, and/or official representation of insurance companies, brokers, agents, adjustors or other segments of the insurance industry may be substituted for the Bachelor’s degree.

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in public administration, business administration, economics, insurance, accounting, statistics or actuarial science and three years of managerial or supervisory level experience which involved policy formulation or decision making responsibility in one or more areas in the regulation of insurance companies, brokers, agents, adjusters or other segments of the insurance industry; **OR** a law degree, or a Master’s degree in the appropriate major field of study outlined above, or the professional designation of Chartered Property and Casualty Underwriter (CPCU) or Chartered Life Underwriter (CLU) may be substituted for one year of experience; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** insurance statutes and practices under which insurance companies, agents and brokers operate. **Working knowledge of:** insurance coverages, terms and industry practices; the practical, legal and regulatory principles of insurance; federal statutes and regulations pertaining to insurance; principles of insurance risk analysis, rating systems, rating plans and rate making and classification; organization and operation of insurers, health maintenance organizations, agents, brokers, administrators and other licensees; practical legal and regulatory principles of the business of insurance. **Ability to:** read and comprehend legal and technical documents; write analytical reports and business correspondence; make oral group presentations; communicate with people of various socio-economic, cultural, and educational backgrounds; prioritize assignments; project future needs and plan accordingly; motivate others; train and instruct employees; identify and resolve problems; mediate disputes and alternative dispute resolution regarding market conduct, disciplinary actions, etc; organize and analyze data; modify existing procedures; work with frequent interruptions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** the Nevada Revised Statutes and Nevada Administrative Code regarding hearings; legal principles, their application and legal research methods. **Ability to:** apply knowledge of insurance and related laws in comprehensive reports or in hearings; collect evidence and prepare documentation for use in hearings or court; analyze financial statements, examination reports, insurance policies and statutes for matters related to regulation of insurance; organize and conduct special investigations and studies; interpret legal requirements and apply them to financial records, tax procedures and insurance operations; coordinate the work of staff with available resources and various programs; work with related agencies in a concerted effort.

**MINIMUM QUALIFICATIONS (cont'd)**

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.405

- ESTABLISHED: 10/15/73
- REVISED: 5/8/79-3
- REVISED: 12/19/85-12
- REVISED: 9/16/88R
- 6/9/89PC
- REVISED: 7/1/95P
- 9/16/94PC
- REVISED: 3/9/12UC
- REVISED: 8/16/13UC