STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ASSISTANT CHIEF INSURANCE EXAMINER	**41**	**B**	**11.406**
INSURANCE EXAMINER II	**39**	**B**	**11.407**
INSURANCE EXAMINER I	**37**	**B**	**11.409**

SERIES CONCEPT

Insurance Examiners perform professional work in verification and analysis of the financial condition/solvency and market conduct examination of providers of insurance and related products in the State.

Review applications for the licensure and registration of domestic, foreign, and alien insurers, captive insurers, surplus lines insurers, and risk retention groups to ensure compliance with statutory requirements and the insurer's ability to meet statutory requirements.

Review and examine the accounting and financial records of insurers to ensure solvency; conduct a comprehensive review and analysis of company information to determine its continued solvency and compliance with applicable statutes.

Respond to inquiries from insurance companies, attorneys or interested parties regarding applicable statutes, State requirements and instructions, fees, specific procedures and statistical data; research, analyze and provide recommendations to approve or deny requests for major changes such as mergers, acquisitions, name changes, or payment of notes to the Insurance Commissioner, Chief Examiner and Legal Counsel.

Review and maintain reports and annual filings from insurers; analyze questionable situations or problems through correspondence and verbal communications with insurers, risk managers or other persons who may be responsible and publish a listing of eligible surplus lines insurers for distribution, and compose timely orders for voluntary or involuntary removal of insurers from eligibility; analyze and reconcile annual statements and premium tax remittances and resolve discrepancies and/or violations.

Compare premiums as reported by brokers with premiums as reported by insurers; design and revise forms for filing; compose notices and bulletins to licensees.

Conduct financial and market conduct examinations of insurers including the field audits of agents, managing general agents, broker licensees, and third party administrators by order of the Commissioner and under established procedures in conjunction with the statutory examination of insurers.

Evaluate the market practices of the insurer or other licensees including sales, advertising, underwriting, rate applications, cancellation/non-renewals, certificates of authority or licensing, consumer complaints, claims practices, premium tax and countersignature requirements.

Review market conduct and financial condition examination reports and prepare examination summaries and orders for presentation to the Insurance Commissioner; provide testimony for hearings and court proceedings.

Conduct financial analysis of domestic insurance companies in compliance with the National Association of Insurance Commissioners (NAIC) and accreditation standards.

SERIES CONCEPT (cont'd)

Review Insurance Division records on licensing, consumer complaints, prior examination or audit reports and prepare a formal report for distribution to the Insurance Commissioner, Chief Examiner and Legal Counsel. Propose and draft legislation, regulations, bulletins and opinions for consideration to the Insurance Commissioner, Chief Examiner and Legal Counsel; provide testimony at regulatory hearings.

Pursuant to statute, when assigned to the surplus lines program, provide analysis and recommendations for the exclusion of insurers, or the inclusion of eligible insurers for published listing and distribution; process and maintain the listing of lines open for export to surplus lines insurers; receive, review and reconcile quarterly and annual statements.

Perform related duties as assigned.

****

CLASS CONCEPTS

Assistant Chief Insurance Examiner: Under administrative direction, the incumbent coordinates the execution of the Division's financial and market conduct examinations; provides direction and coordinates the efforts of contract examiners and division analysts to ensure timely and cost effective examinations in accordance with the National Association of Insurance Commissioners (NAIC) guidelines and accreditation standards; and provides recommendations regarding deficiencies and improvements to the examination process.

Insurance Examiner II: Under general direction, incumbents supervise and direct assigned program areas related to the monitoring and control of solvency, licensing, taxation and business activities of insurance providers in Nevada; supervise subordinate examiners including organizing workflow, delegating responsibility, conducting training, evaluating performance and administering discipline; make recommendations to the Chief Examiner for licensing of new insurers; and oversee, control and conduct supervisory review of the examination of insurers for both financial and market activity. This is the supervisory level in the series.

Insurance Examiner I: Under direction of the Insurance Examiner II, incumbents perform the duties described in the series concept at the journey level. Incumbents may serve as a leadworker for Compliance/Audit Investigators including assigning work and monitoring regulatory enforcement activities.

****

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

* The Assistant Chief Insurance Examiner requires certification as a Certified Financial Examiner (CFE) by the Society of Financial Examiners at the time of application and as a condition of continuing employment.

* Some positions require certification as a Certified Financial Examiner (CFE), Accredited Financial Examiner (AFE), or Certified Public Accountant (CPA), or other professional designations applicable to the position and will be designated by the hiring authority at the time of recruitment or list certification.

MINIMUM QUALIFICATIONS (cont'd)

ASSISTANT CHIEF INSURANCE EXAMINER

EDUCATION AND EXPERIENCE: Certification as a Certified Financial Examiner (CFE) issued by the Society of Financial Examiners and one year of experience supervising financial and market conduct examinations. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: NAIC Accreditation Standards and their application to state-based insurance regulation; federal statutes and regulations pertaining to the insurance industry; insurance risk analysis rating systems, rating plans and rate making, and classification; operating standards of insurers, health maintenance organizations, agents, brokers, administrators and other licensees; accounting and financial standards applicable to the insurance industry; regulatory requirements applicable to the insurance industry. **Ability to:** plan, organize, and coordinate financial and market conduct examinations; evaluate the findings of examinations and understand their significance; interpret and apply legal requirements and insurance industry practices to financial records, operating procedures and business operations; assign work and provide direction in the examination and analysis of insurance companies or their products and programs; communicate effectively both orally and in writing; develop and evaluate programs; administer rules and regulations; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: supervisory techniques to include selection, training, work assignment and review, development of work performance standards, discipline and performance evaluations; Nevada Revised Statutes, Nevada Administrative Code and division regulations regarding insurance laws and regulations. **Ability to:** respond to inquiries regarding examinations conducted by of the agency and compliance with State and federal laws.

INSURANCE EXAMINER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance or related field, and five years of professional accounting, auditing, or insurance industry experience, two years of which must have been in insurance regulation/compliance; **OR** two years of experience as an Insurance Examiner I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: principles of statutory accounting; generally accepted accounting principles; reinsurance contract principles; auditing standards and procedures; corporate structure; general business law including agency, contract and securities law; insurance coverage, terms and industry practices; federal law under which risk retention and purchasing groups operate. **Ability to:** interpret legal requirements and apply to financial records, tax procedures and insurance operations; conduct special investigations and studies; write objective, clear and concise reports; establish and maintain cooperative working relationships; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: State statutes, rules and regulations under which agent/brokers and insurance companies operate; supervisory and management techniques. **Ability to:** operate a personal computer and associated software; supervise assigned staff including organizing work flow, delegating responsibility, conducting training, evaluating performance and administering discipline; respond to inquiries regarding the operations of the agency and compliance with State and federal laws.

MINIMUM QUALIFICATIONS (cont'd)

INSURANCE EXAMINER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance or related field, and three years of professional experience in accounting or auditing; **OR** an equivalent combination of education and experience. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: general accounting and auditing principles and practices; insurance coverages, terms and industry practices; federal insurance law and current insurance regulatory problems; the practical, legal and regulatory principles of the insurance business and related State laws. **Ability to:** independently conduct field audits and examinations of insurance companies, agents and/or brokers; establish and maintain cooperative relationships with those contacted in the work; communicate effectively, orally and in writing; interpret legal requirements and apply them to financial records, tax procedures and insurance operations; work independently; and set priorities which accurately reflect the relative importance of job responsibilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: the principles of statutory accounting for insurance; and State statutes, rules, regulations under which insurance companies and agents/brokers operate. **Ability to:** conduct special investigations and studies; develop objective reporting; operate a personal computer and associated software; provide training and work direction to assigned staff.

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 series.

	11.407	11.409	11.406
ESTABLISHED:	7/1/95P 9/16/94PC	7/1/85R	7/31/12UC
REVISED:		7/22/85PC	
REVISED:		7/1/95P 9/16/94PC	
REVISED:	11/8/04UC	11/8/04UC	
REVISED:	8/10/07UC	8/10/07UC	
REVISED:		11/07/14UC	