



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
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MEMORANDUM
HR#77-16

November 3, 2016

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Cassie Moir at cmoir@admin.nv.gov no later than December 6, 2016.

If no written objections are received in this office by December 6, 2016, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #10-17
Posting Expires: December 6, 2016

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.401	Chief Insurance Examiner	42	A	<i>11.401</i>	<i>Chief Insurance Examiner</i>	<i>42</i>	<i>A</i>

Basis for Recommendation

At the request of the Division of Human Resource Management, Recruitment Unit, it is recommended that a minor revision be made to the Chief Insurance Examiner class specification.

When the Actuary series was revised and re-titled as the Insurance Actuarial Analyst series, the equivalency listed in the Education & Experience section of the minimum qualifications for the Chief Insurance Examiner was not amended to reflect the title change.

The equivalency should read “two years of experience as an Insurance Examiner II or Insurance Actuarial Analyst II in Nevada State service.”

In addition, a typographical error in the Special Requirement section required correction.

It is therefore recommended that the above minor modifications be made in order to maintain consistency with format and structure.

Note: Changes, additions and/or deletions on the class specification are noted in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by December 6, 2016. Objections should be addressed to Cassie Moir, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: November 3, 2016



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF INSURANCE EXAMINER	42	A	11.401

Under administrative direction, Chief Insurance Examiners plan, organize, direct and review new insurance products and programs to ensure that policies, rules, forms, business practices and operations comply with State laws and regulations, agency policies and procedures, and accepted industry standards.

Analyze actuarial and statistical data to determine the appropriateness of insurance rates and compliance with State laws.

Prepare rate recommendations based on staff analysis and the analysis of consulting actuaries and examiners, and prepare and coordinate testimony for hearings on rates.

Plan and coordinate the activities of the Health Insurance Portability Accountability Act (HIPAA) Committee on Health Benefit Plans, the Board of Directors for the Reinsurance Program, and the administrator of the Reinsurance Program as assigned.

Determine companies to be reviewed and plan the scope of the examinations; assign actuarial examiners for the investigation and examination of company data; direct the review and processing of licensing applications, reinsurance treaties, and ongoing audits of insurance companies to ensure compliance with applicable rules, regulations and laws.

Review and examine accounting and financial record keeping as well as past activities and practices of insurance companies; develop conclusions regarding company solvency and ability to meet licensing requirements in Nevada.

Meet with representatives of the insurance industry including agents, brokers, administrators, industry associations, and company executives to explain new and existing laws and regulations regarding health insurance, sales and marketing activities, and consumer rights.

Assign product review projects to staff as appropriate and monitor progress and outcome of the reviews.

Respond to requests and inquiries from the industry, the public, federal and State agencies, and the legislature regarding market trends and activities by researching issues, analyzing available data, formulating recommendations for agency position and actions, preparing advisory opinions, communicating findings and determinations, and initiating necessary actions.

Propose and draft legislation, regulations, bulletins and opinions for consideration by the Insurance Commissioner and the legislature.

Provide direction on complex consumer complaints and enforcement actions involving insurance products and market practices and serve as an expert witness in disciplinary hearings and contested cases.

Represent the division at meetings and conferences with the industry, other State and federal regulatory agencies, and the legislature; prepare and deliver presentations on industry and regulatory subjects.

Supervise and evaluate the performance of assigned professional and support personnel; review and modify work assignments; counsel and discipline staff as appropriate; participate in hiring and selection of new personnel; identify training needs and provide training as appropriate.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Some positions require certification as a Certified Financial Examiner (CFE), Associate Financial [3]Examiner (AFE), or Certified Public Accountant (CPA) at time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting, business administration, finance or related field, and four years of supervisory and/or management level experience which involved 1) the audit or examination of insurance companies and their operations; 2) the examination and/or analysis of insurance companies' products and programs that required the application of statutes, regulations and rules to determine the solvency and tax structure of insurance companies; or 3) determination of the appropriateness and soundness of insurance companies' products and programs; **OR two years of experience as an Insurance Examiner II or Insurance Actuarial Analyst II in Nevada State service;** **OR** an equivalent combination of education and experience as described above. [~~OR two years of experience as an Insurance Examiner II or Actuary I in Nevada State service;~~] (See Special Requirement)

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

Detailed knowledge of: insurance practices under which insurance companies, agents and brokers operate; insurance coverage, terms and industry practices; federal statutes and regulations pertaining to insurance; 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; accounting principles and financial accounting standards applicable to the insurance industry; National Association of Insurance Commissioners handbook. **Working knowledge of:** supervisory techniques including selection, training, work assignment and review, development of work performance standards, discipline, and performance evaluation; source materials and guidelines used to resolve problems not covered by precedent. **Ability to:** supervise and coordinate the work of subordinate staff; establish work performance standards and review employee performance; interpret and apply legal requirements and insurance industry practices to financial records, operating procedures and business operations; coordinate work of assigned staff and examiners and provide direction in the examination and analysis of insurance companies or their products and programs; analyze reinsurance treaties for propriety and soundness; review articles of incorporation, by-laws, etc. to ensure compliance with Insurance Code and Regulations; interpret legal and technical documents; mediate disputes between insurers, agents, examiners and investigators; analyze operating trends to determine underlying causes of changes in capital and surplus accounts or changes in the losses and expenses of insurers; lead and participate in special projects; conduct research, analyze data, draw conclusions and develop solutions and recommendations; communicate effectively both orally and in writing; develop and evaluate programs; train, supervise and evaluate the performance of assigned personnel; establish program objectives and performance goals; represent the division within and outside the agency; make oral presentations to groups of various size to gain support for agency program goals and to explain rules and regulations; and establish and maintain effective and cooperative working relationships with others.

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

Detailed knowledge of: Nevada Revised Statutes, Nevada Administrative Code and division rules and regulations regarding insurance laws and regulations. **Working knowledge of:** current principles and practices of management. **Ability to:** supervise and coordinate the work of subordinate staff; establish work performance standards and review employee performance.

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.

11.401

ESTABLISHED: 4/4/75
REVISED: 12/19/85-12
REVISED: 7/1/95P
9/16/94PC
REVISED: 12/23/98R
3/23/99UC
REVISED: 3/19/04PC
REVISED: 12/6/16UC