



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
209 E. Musser Street, Room 101 | Carson City, Nevada 89701  
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**MEMORANDUM**  
**HR#67-15**

November 5, 2015

**TO:** Personnel Commission Members  
Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives  
Employee Representatives

**FROM:** Lee-Ann Easton, Administrator *Lee-Ann Easton*  
Division of Human Resource Management

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES

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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 Peter Long at [plong@admin.nv.gov](mailto:plong@admin.nv.gov) no later than December 9, 2015.

If no written objections are received in this office by December 9, 2015, 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 #16-16  
Posting Expires: December 9, 2015

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	EE0-4
11.405	Insurance Regulation Liaison	42	A	<i>11.405</i>	<i>Insurance Regulation Liaison</i>	<i>42</i>	<i>A</i>

## ***Basis for Recommendation***

As a result of a request from the Department of Business & Industry, Division of Insurance, and in conjunction with Subject Matter Experts (SMEs) from the agency and the Recruitment Unit, Human Resource Management recommends revisions to the Insurance Regulation Liaison class specification. The duty statements have been updated to reflect current duties performed by the incumbent. Additionally, the knowledge, skills and abilities have been updated to more accurately describe the knowledge, skills and abilities required to perform the duties outlined. The minimum qualifications have also been updated to specify the relevant experience required. Also, the equivalencies pertaining to a law degree, master's degree and professional certifications have been removed from the minimum qualifications. These requirements are more appropriately designated as Informational Notes.

Under general direction of the Commissioner of Insurance, the Insurance Regulation Liaison coordinates, reviews and controls major technical projects of the Division of Insurance related to the following areas: consumer services, life and health, property and casualty, captive insurers, self-insurance for worker's compensation and producer licensing; and plan and direct other areas of insurance regulation as assigned by the Commissioner. The incumbent works in conjunction with Deputies and Section Chiefs to coordinate projects as assigned by the Commissioner; formulates policies and plans; drafts laws and regulations, bulletins and orders; responds to requests from the public, the insurance industry, other regulatory agencies, and the Legislature; makes recommendations regarding future procedures, plans, directives, legislation and regulations; represents the division by appearing as an official representative; and presents testimony or confers at governmental and public forums including the Legislature, public hearings, private meetings, regulatory meetings with licensees or other regulators, and with the NAIC (National Association of Insurance Commissioners). Additionally, the incumbent analyzes industry data, surveys and reports, including financial statements of insurers and other licensees, budget records of the division, rates and form filings, statistics related to those reports and surveys, 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; drafts documents, including contracts, memoranda, opinions, orders, bulletins, regulations, proposed legislation; and 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.

During this review, Human Resource Management worked closely with staff from the Division of Insurance who assisted in revising this classification and supports the changes.

***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 9, 2015.** Objections should be addressed to Peter Long, 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 5, 2015**



**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>
INSURANCE REGULATION LIAISON	42	A	11.405

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]~~ ***captive insurers***, self-insurance for worker's compensation ***and producer licensing***; 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, ***the insurance industry***, 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 ***industry*** data, ***surveys*** and reports, including financial statements of insurers and other licensees, budget records of the division, rates and form filings, statistics related to those reports ***and surveys***, 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, ***memoranda***, 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 *attend relevant industry meetings, 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 NOTES:

- ~~[\* Two years of experience in the actual operation, management, and/or official representation of insurance companies, brokers, agents, adjusters or other segments of the insurance industry may be substituted for the Bachelor's degree.]~~
- \* *A law degree may be substituted for one year of experience.*
- \* *The professional designation of Chartered Property and Casualty Underwriter (CPCU) or Chartered Life Underwriter (CLU) may be substituted for one year of experience.*

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public administration, business administration, economics, *finance*, insurance, accounting, statistics or actuarial science and three years of *professional* managerial or supervisory ~~[level]~~ experience which ~~[involved]~~ *included* 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]~~ *a regulatory area. Experience must include interpretation and application of complex local, state or federal regulations, technical journals, or legislative proposals and studies; conducting research and preparing recommendations for management; analysis of ordinance, code, bulletins, legislative, or regulatory writing, and development of regulations and/or policies and procedures; [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 *as described above. (See Informational Notes)**

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: the development of ordinances, codes and/or statutes; administrative rulemaking procedures; legislative process and hearings; public policy development; legal principles, research methods, and the interpretation and application of laws and regulations sufficient to analyze and apply insurance laws which includes: [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]~~ *producers*, administrators and other *industry* licensees ~~[; practical legal and regulatory principles of the business of insurance]~~. **Ability to:** read and comprehend legal and technical documents; write *concise, logical and grammatically correct* analytical reports and business correspondence; make oral ~~[group]~~ presentations *to large groups to provide information and explanations on laws and regulations enforced by the Division;* communicate with people of various socio-economic, cultural, and educational backgrounds; prioritize assignments; project future needs and plan accordingly; ~~[motivate others; train and]~~ *collaborate and coordinate*

**MINIMUM QUALIFICATIONS (cont'd)****ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)**

**with internal and external partners;** 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):**

**Detailed [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.

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  
**REVISED: 12/9/15UC**