



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>
ASSISTANT CHIEF INSURANCE EXAMINER OPTION A: CORPORATE AND FINANCE OPTION B: MARKET RESEARCH	41	B	11.406
INSURANCE EXAMINER II	39	B	11.407
INSURANCE EXAMINER I	37	B	11.409
INSURANCE EXAMINER ASSOCIATE II	35	B	11.417
INSURANCE EXAMINER ASSOCIATE I	33	B	11.419

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, 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; publish a listing of eligible surplus lines insurers for distribution; 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.

Analyze, evaluate, and investigate the trade practices in the business of insurance 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.

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SERIES CONCEPT (cont'd)

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

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 corporate/financial and/or market conduct examinations; supervises a staff of Insurance Examiner II's and/or contracted Insurance Examiners to include performance evaluations, work performance standards, work assignment and review, scheduling, training and discipline; and may supervise other professional, technical, and/or administrative staff as required; ensures 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 oversee assigned program areas related to the monitoring and control of solvency, licensing, taxation and business activities of insurance providers in Nevada; supervise subordinate Insurance Examiners to include performance evaluations, work performance standards, work assignment and review; scheduling, training, and discipline; make recommendations to the Chief Insurance Examiner for licensing of new insurers; and oversee, control and conduct supervisory review of the examination of insurers for corporate/financial and/or 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 for corporate/financial and/or market conduct. Incumbents may serve as a lead worker for Compliance/Audit Investigators including assigning work and monitoring regulatory enforcement activities. This is the journey level in the series.

Insurance Examiner Associate II: Under general supervision of an Insurance Examiner II, incumbents continue to receive training in performing the full range of duties as described in the series concept. This is the continuing trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

Insurance Examiner Associate I: Under close supervision of an Insurance Examiner II, incumbents receive training in performing the duties described in the series concept. This is the trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance and with the recommendation of the appointing authority.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS

- * Assistant Chief Insurance Examiner positions, located within the Market Conduct Unit, require Market Conduct Manager (MCM) designation from the Insurance Regulatory Examiners Society at the time of appointment and as a condition of continuing employment. This requirement will be identified at the time of recruitment.
- * Assistant Chief Insurance Examiner positions, located within the Market Conduct Unit, required additional professional certifications/designations/licensures at the time of appointment and as a condition of continuing employment. These credentials will be identified at the time of recruitment.
- * Insurance Examiner II positions require additional professional certifications/designations/licensures at the time of appointment and as a condition of continuing employment. These credentials will be identified at the time of recruitment.

INFORMATIONAL NOTES:

- * Current designation as a Senior Professional Insurance Regulator (SPIR) issued by NAIC is equivalent to five years of professional experience. This credential must be attached to the application to receive the credit for experience.
- * Current certification/designation/licensure as a Certified Financial Examiner (CFE) issued by the SOFE; Certified Insurance Examiner (CIE) issued by IRES; Chartered Life Underwriter issued by ACFS; or Certified Public Accountant (CPA) are equivalent to three years of professional experience. The credential must be attached to the application to receive the credit for experience.
- * Current certification/designation/licensure as an Accredited Insurance Examiner (AIE) issued by IRES; Certified Insurance Counselor (CIC) issued by the National Alliance for Insurance Education & Research; or Accredited Financial Examiner (AFE) issued by SOFE are equivalent to two years of professional experience. The credential must be attached to the application to receive the credit for experience.

ASSISTANT CHIEF INSURANCE EXAMINER

CORPORATE AND FINANCE

EDUCATION AND EXPERIENCE: Current certification/designation/licensure as a Certified Financial Examiner (CFE), Certified Insurance Examiner (CIE), Senior Professional Insurance Regulator (SPIR), or Certified Public Accountant (CPA); and one year of experience supervising financial examinations; **OR** one year of experience as an Insurance Examiner II in Nevada State service to include the above certification/designation/licensure. (See Special Requirements and Informational Notes)

MARKET CONDUCT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics, or closely related field and four years of professional experience performing duties of an accountant, auditor, actuary, investment advisor, insurance broker, stockbroker, trust officer, financial or market examiner, financial or market regulator, employee benefit advisor, health benefit advisor, insurance advisor, retirement analyst, or closely related field, one year which included supervising market conduct examinations; **OR** Associate's degree from an accredited college or university in accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics, or closely related field and five years of professional experience as described above; **OR** graduation

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MINIMUM QUALIFICATIONS (cont'd)

ASSISTANT CHIEF INSURANCE EXAMINER (cont'd)

MARKET CONDUCT (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

from high school or equivalent education and six years of professional experience as described above; **OR** one year of experience as an Insurance Examiner II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

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. **Working knowledge of:** State statutes, rules and regulations under which agents/brokers and insurance companies operate; supervisory and management techniques. **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; 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 federal and State laws.

INSURANCE EXAMINER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics or closely related field and three years of professional experience performing duties of an accountant, auditor, actuary, investment advisor, insurance broker, stockbroker, trust officer, financial or market examiner, financial or market regulator, employee benefit advisor, health benefit advisor, insurance advisor, retirement analyst, or closely related field, one year which must have been in insurance regulation/compliance; **OR** Associate's degree from an accredited college or university in accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics, or closely related field and four years of professional experience as described above; **OR** graduation from high school or equivalent education and five years of professional experience as described above; **OR** one year of experience as an Insurance Examiner I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

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

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MINIMUM QUALIFICATIONS (cont'd)

INSURANCE EXAMINER II (cont'd)

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

under which risk retention and purchasing groups operate. **Working knowledge of:** principles of statutory accounting for insurance. **General knowledge of:** State statutes, rules, regulations under which insurance companies and agents/brokers operate; supervisory principles and practices. **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; supervise assigned staff including organizing workflow, delegating responsibility, conducting training, evaluating performance, and administering discipline; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Assistant Chief Insurance Examiner.)

INSURANCE EXAMINER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics, or closely related field and two years of professional experience performing duties of an accountant, auditor, actuary, investment advisor, insurance broker, stockbroker, trust officer, financial or market examiner, financial or market regulator, employee benefit advisor, health benefit advisor, insurance advisor, retirement analyst, or closely related field; **OR** Associate's degree from an accredited college or university in accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics, or closely related field and three years of professional experience as described above; **OR** graduation from high school or equivalent education and four years of professional experience as described above; **OR** one year of experience as an Insurance Examiner Associate II in Nevada State service; **OR** an equivalent combination of education and experience as described above.

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; interpret legal requirements and apply them to financial records, tax procedures and insurance operations; work independently; set priorities which accurately reflect the relative importance of job responsibilities; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Insurance Examiner II.)

INSURANCE EXAMINER ASSOCIATE II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics, or closely related field and one year of professional experience performing duties of an accountant, auditor, actuary, investment advisor, insurance broker, stockbroker, trust officer, financial or market examiner, financial or market regulator, employee benefit advisor, health benefit advisor, insurance advisor, retirement analyst, or closely related field; **OR** Associate's degree from an accredited college or

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MINIMUM QUALIFICATIONS (cont'd)

INSURANCE EXAMINER ASSOCIATE II (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

university in accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics, or closely related field and two years of professional experience as described above; **OR** graduation from high school or equivalent education and three years of professional experience as described above; **OR** one year of experience as an Insurance Examiner Associate I, Auditor II, Financial Institutions Examiner I, Loan Officer, State Land Agent II, Property Appraiser II, or Compliance/Audit Investigator II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

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

General 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. **Skill in:** data mining and data analytics. **Ability to:** conduct field audits and examinations of insurance companies, agents and/or brokers under the direction of a higher-level Insurance Examiner; interpret rules, regulations, policies, and procedures; *and all knowledge, skills and abilities required at the lower level.*

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Insurance Examiner I.)

INSURANCE EXAMINER ASSOCIATE I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics, or closely related field; **OR** Associate's degree from an accredited college or university in accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics, or closely related field and one year of technical experience in accounting, auditing, regulatory compliance, or closely related field; **OR** graduation from high school or equivalent education and two years of technical experience as described above; **OR** one year of experience as an Accountant Technician II, Auditor I, Compliance Investigator I, Compliance/Audit Investigator I, Property Appraiser I, Revenue Officer II, or State Land Agent I in Nevada State service; **OR** two years of experience as a Tax Examiner II or Contributions Examiner II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

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

General knowledge of: business operations and structure; business/commercial law; finance operations; economics; statistics; accounting principles; research and analysis techniques and methodologies. **Skill in:** operating a personal computer and associated programs, software, and business applications; performing research via the internet and government data bases. **Ability to:** communicate effectively both verbally and in writing; establish and maintain cooperating working relationships; compose business correspondence and reports; set priorities; analyze information, problems, or practices to identify relevant concerns, identify patterns, tendencies, and relationships and formulate logical conclusions.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities for Insurance Examiner Associate II.)

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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.

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ESTABLISHED:	7/31/12UC	7/1/95P 9/16/94PC	7/1/85R	5/23/22UC	5/23/22UC
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		
REVISED:	5/23/22UC	5/23/22UC	5/23/22UC		
REVISED:	06/27/23-3				