

Steve Sisolak
Governor



Laura E. Freed
Director

Matthew Tuma
Deputy Director

Frank Richardson
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

MEMORANDUM
HR# 17-22

April 22, 2022

TO: DHRM Listserv Recipients

FROM: Frank Richardson, Administrator *Frank Richardson*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – INSURANCE EXAMINER SERIES

Attached are revised 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 Deputy Administrator Beverly Ghan at bghan@admin.nv.gov no later than May 20, 2022.

If no written objections are received in this office by May 20, 2022, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

TO: Frank Richardson, Administrator
Division of Human Resource Management

FROM: Beverly Ghan, Deputy Administrator
Division of Human Resource Management
Compensation, Classification & Recruitment Section

DATE: April 22, 2022

SUBJECT: INDIVIDUAL CLASSIFICATION STUDY – INSURANCE EXAMINER SERIES

It is recommended the following class **be revised** effective: **Upon Expiration of UCA Posting**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.406	Assistant Chief Insurance Examiner	41	B	<i>11.406</i>	<i>Assistant Chief Insurance Examiner</i>	<i>41</i>	<i>B</i>
11.407	Insurance Examiner II	39	B	<i>11.407</i>	<i>Insurance Examiner II</i>	<i>39</i>	<i>B</i>
11.409	Insurance Examiner I	37	B	<i>11.409</i>	<i>Insurance Examiner I</i>	<i>37</i>	<i>B</i>
	New			<i>11.417</i>	<i>Insurance Examiner Associate II</i>	<i>35</i>	<i>B</i>
	New			<i>11.419</i>	<i>Insurance Examiner Associate I</i>	<i>33</i>	<i>B</i>

Basis for Recommendation

At the request of the Division of Insurance (DOI), Department of Business & Industry, the Division of Human Resource Management (DHRM) conducted a review of the Insurance Examiner class specifications. 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.

In consultation with Subject Matter Experts from DOI and analysts within DHRM it is recommended that two new training levels, titled Insurance Examiner Associate II and Insurance Examiner Associate I be added to the series.

- 1) The Insurance Examiner Associate II, under general supervision, will 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.
- 2) The Insurance Examiner Associate I, under close supervision of an Insurance Examiner II, receives 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.

The Insurance Examiner Associate II is allocated at a grade 35 and the Insurance Examiner Associate I is allocated at a grade 33. This is consistent with the two-grade differential between levels in a series applied to most classes in State service. In addition, the EEO Administrator assigned an EEO-4 code of “B” Professionals which is consistent with the other levels within this series.

It is also recommended that the Series and Class Concepts, at every level, be amended to verify duties and to maintain consistency with verbiage, formatting, and structure.

It is further recommended the Special Requirements section of the Minimum Qualification be amended to clarify that a Market Conduct Manager designation from the Insurance Regulatory Examiners Society is required at the time of appointment and as a condition of continuing employment for the Assistant Chief Insurance Examiner located within the Market Conduct Unit. Also, additional certifications required of the above Chief Insurance Examiner as well as the Insurance Examiner II will be identified at the time of recruitment and as a condition of continuing employment.

In addition, an Informational Notes section was included in the Minimum Qualifications to indicate the equivalent experience allocated to an applicant with a particular certification/designation/license.

Furthermore, the Education and Experience section of the Minimum Qualifications were modified to allow for different education and experience requirements for positions located within either the Corporate & Finance unit or the Market Conduct unit. In addition, this section was further amended, at every level, to indicate additional areas where experience could be obtained as well as account for more college or university degree areas.

Lastly, the Entry Level and Full Performance Knowledge, Skills, and Abilities of the Minimum Qualifications were modified at every level to maintain consistency with verbiage, formatting, and structure.

The development of training levels within the series and the increase in allowable experience and education requirements will allow for a more diverse applicant pool as well as create additional career pathways for current State employees.

Throughout the review management and staff from DOI, and analysts within DHRM, participated by offering recommendations and reviewing changes as the process progressed and they support the recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.



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	41	B	11.406
INSURANCE EXAMINER II	39	B	11.407
INSURANCE EXAMINER I	37	B	11.409
<i>INSURANCE EXAMINER ASSOCIATE II</i>	<i>35</i>	<i>B</i>	<i>11.417</i>
<i>INSURANCE EXAMINER ASSOCIATE I</i>	<i>33</i>	<i>B</i>	<i>11.419</i>

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.

~~[Evaluate the market practices of the insurer or other licensees]~~ *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.

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

ASSISTANT CHIEF INSURANCE EXAMINER	41	B	11.406
INSURANCE EXAMINER II	39	B	11.407
INSURANCE EXAMINER I	37	B	11.409
<i>INSURANCE EXAMINER ASSOCIATE II</i>	<i>35</i>	<i>B</i>	<i>11.417</i>
<i>INSURANCE EXAMINER ASSOCIATE I</i>	<i>33</i>	<i>B</i>	<i>11.419</i>

Page 2 of 7

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 *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;* ~~[provides direction and coordinates the efforts of contract examiners and division analysts to]~~ 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 ~~[supervise and direct]~~ *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 [e]Examiners [including organizing workflow, delegating responsibility, conducting training, evaluating performance and administering discipline;]* *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 ~~[both]~~ *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 ~~[at the journey level]~~ *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.*

ASSISTANT CHIEF INSURANCE EXAMINER	41	B	11.406
INSURANCE EXAMINER II	39	B	11.407
INSURANCE EXAMINER I	37	B	11.409
<i>INSURANCE EXAMINER ASSOCIATE II</i>	<i>35</i>	<i>B</i>	<i>11.417</i>
<i>INSURANCE EXAMINER ASSOCIATE I</i>	<i>33</i>	<i>B</i>	<i>11.419</i>

Page 3 of 7

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.]~~
- * *Assistant Chief Insurance Examiner positions, located within the Market Conduct Unit, Market Conduct Manager (MCM) designation from the Insurance Regulatory Examiners Society is required 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, additional professional certifications/designations/licensures are required 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 [C] certification/designation/licensure as a Certified Financial Examiner (CFE), Certified Insurance Examiner (CIE), Senior Professional Insurance Regulator (SPIR), or Certified Public Accountant (CPA); [issued by the Society of Financial Examiners] and one year of experience supervising financial [and market conduct] 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

ASSISTANT CHIEF INSURANCE EXAMINER	41	B	11.406
INSURANCE EXAMINER II	39	B	11.407
INSURANCE EXAMINER I	37	B	11.409
<i>INSURANCE EXAMINER ASSOCIATE II</i>	<i>35</i>	<i>B</i>	<i>11.417</i>
<i>INSURANCE EXAMINER ASSOCIATE I</i>	<i>33</i>	<i>B</i>	<i>11.419</i>

Page 4 of 7

MINIMUM QUALIFICATIONS (cont'd)

ASSISTANT CHIEF INSURANCE EXAMINER (cont'd)

MARKET CONDUCT (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

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 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 agent/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; ~~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 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*

ASSISTANT CHIEF INSURANCE EXAMINER	41	B	11.406
INSURANCE EXAMINER II	39	B	11.407
INSURANCE EXAMINER I	37	B	11.409
<i>INSURANCE EXAMINER ASSOCIATE II</i>	<i>35</i>	<i>B</i>	<i>11.417</i>
<i>INSURANCE EXAMINER ASSOCIATE I</i>	<i>33</i>	<i>B</i>	<i>11.419</i>

Page 5 of 7

MINIMUM QUALIFICATIONS (cont'd)

INSURANCE EXAMINER II (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

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)

~~[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 as described above. (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. **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):

~~[**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 workflow, delegating responsibility, conducting training, evaluating performance, and administering discipline; respond to inquiries regarding the operations of the agency and compliance with federal and State laws.] (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.

ASSISTANT CHIEF INSURANCE EXAMINER	41	B	11.406
INSURANCE EXAMINER II	39	B	11.407
INSURANCE EXAMINER I	37	B	11.409
<i>INSURANCE EXAMINER ASSOCIATE II</i>	<i>35</i>	<i>B</i>	<i>11.417</i>
<i>INSURANCE EXAMINER ASSOCIATE I</i>	<i>33</i>	<i>B</i>	<i>11.419</i>

Page 6 of 7

MINIMUM QUALIFICATIONS (cont'd)

INSURANCE EXAMINER I (cont'd)

~~[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 as described above. (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; *and all knowledge, skills and abilities required at the lower levels.*

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.] (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 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 Auditor II, Compliance/Audit Investigator II, Financial Institutions Examiner I, Insurance Examiner Associate I, Loan Officer, Property Appraiser II, or State Land Agent 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 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.

ASSISTANT CHIEF INSURANCE EXAMINER	41	B	11.406
INSURANCE EXAMINER II	39	B	11.407
INSURANCE EXAMINER I	37	B	11.409
<i>INSURANCE EXAMINER ASSOCIATE II</i>	35	<i>B</i>	<i>11.417</i>
<i>INSURANCE EXAMINER ASSOCIATE I</i>	33	<i>B</i>	<i>11.419</i>

Page 7 of 7

MINIMUM QUALIFICATIONS (cont'd)

INSURANCE EXAMINER ASSOCIATE II (cont'd)

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 in accounting, auditing, regulatory compliance, or closely related field; OR one year of experience as an Accountant Technician II, Auditor I, Compliance/Audit Investigator I, Compliance Investigator II, Property Appraiser I, Revenue Officer II, or State Land Agent I in Nevada State service; OR two years of experience as a Contributions Examiner II or Tax 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.)

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.

	<u>11.406</u>	<u>11.407</u>	<u>11.409</u>	<i>11.417</i>	<i>11.419</i>
ESTABLISHED:	7/31/12UC	7/1/95P 9/16/94PC	7/1/85R	<i>5/20/22UC</i>	<i>5/20/22UC</i>
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:	<i>5/20/22UC</i>	<i>5/20/22UC</i>	<i>5/20/22UC</i>		