



## ASSOCIATE INSURANCE EXAMINER

**EXAM CODE:** 0IN01  
**EXAM TYPE:** DEPARTMENTAL PROMOTIONAL  
**LOCATIONS:** LOS ANGELES, SACRAMENTO, OAKLAND, ALAMEDA  
**SALARY INFORMATION:** \$5,676 - \$8,575  
**CLASS/SCHEM CODE:** 4412/JC18  
**RELEASE DATE:** 3/24/2020  
**FINAL FILING DATE:** CONTINUOUS FILING

### EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The state of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

### POSITION DESCRIPTION

Participates in the more complex examinations of accounts, records and affairs of insurance companies; is assigned the more difficult phases of the examination such as analyzing a large number of outstanding claims, high reserve accounts and the numerous multi-faceted reinsurance treaties; may act as examiner-in-charge on the more routine domestic examinations, may participate in the more routine zone examinations; analyzes problems of deficiencies in the financial soundness of propriety of reporting of insurance companies and recommends corrective action.

### WHO CAN APPLY

Applicants must have a permanent civil service appointment with the California Department of Insurance within three years of the final filing date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in open statewide examinations in the department. Otherwise, employees must be:

1) A current or former employee of the legislature for two or more years as defined in government code (GC) section 18990; OR



2) A current or former non-elected exempt employee of the executive branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC section 18992; OR

3) Persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.

## APPLICATION FILING INSTRUCTIONS

### **Final Filing Date:**

Applications will be accepted on a **continuous basis**.

### **Who Should Apply:**

Persons who meet the minimum qualifications as stated on this announcement may apply to take this examination. Once you have taken and passed this examination, **you may not retake it for twelve (12) months**.

### **How to Apply:**

**EMAILED APPLICATIONS ARE PREFERRED.** Submit your completed [EXAMINATION/EMPLOYMENT APPLICATION \(STD 678\)](#) along with any required educational documentation (if applicable) via email at [CDIExaminations@insurance.ca.gov](mailto:CDIExaminations@insurance.ca.gov) Please include **Exam Code/Title: 0IN01 ASSOCIATE INSURANCE EXAMINER** in the subject line of your email.

The Examination/Employment Application (STD. 678) is available through your [CalCareer Account](#) or the internet at <https://jobs.ca.gov/pdf/STD678.pdf>.

Once your application has been verified as meeting the requirements for admittance to the examination, you will be **emailed** test results. Please be sure to include your current email address on your application.

Applications may also be delivered in person or by mail. Incomplete applications will not be accepted. Applications must include: "to" and "from" dates (month/day/year), hours worked, civil service class title(s), for all work experience, and the exam code and title 0IN01 Associate Insurance Examiner. Resumes will not be accepted in lieu of a State Application (STD 678).

### **EMAIL SUBMISSION:**

**SUBJECT LINE:** 0IN01 ASSOCIATE INSURANCE EXAMINER

**EMAIL ADDRESS:** [CDIExaminations@insurance.ca.gov](mailto:CDIExaminations@insurance.ca.gov)

***Submitted no later than 11:59 p.m. Pacific Time by the cut-off date specified on this examination announcement.***

### **FILE-IN-PERSON / MAILING ADDRESS:**

DEPARTMENT OF INSURANCE  
HUMAN RESOURCES MANAGEMENT DIVISION  
ATTN: EXAMINATION UNIT  
300 CAPITOL MALL, 13th FLOOR  
SACRAMENTO, CA 95814



**FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTATION LISTED ABOVE MAY RESULT IN DISQUALIFICATION FROM THIS EXAMINATION**

Applications will be accepted on a continuous basis. Do not submit applications to the California Department of Human Resources (CalHR.).

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays to the same street address as listed above.

Completed applications and all required documents must be received or postmarked by the cut-off date in order to be considered for the current month. If an application is received after the cut-off date with a late or missing postmark, the application is considered late and will be included in the next cut-off date for processing. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered postmark dates for the purpose of determining timely filing of an application.

**MINIMUM QUALIFICATIONS**

**Either I**

One year of experience in the California state service performing the duties of an Insurance Examiner, Range E, F, G or H.

**Or II**

**Experience:** Three years of increasingly responsible professional experience in examining the financial operations of business enterprises or as an actuary, accountant or in some other capacity requiring a knowledge of insurance accounting and applicable laws. For at least one year, this responsibility must have been at a level equivalent to conducting a variety of audits or financial examinations. **and**

**Education: Either**

1. Equivalent to graduation from college with specialization in insurance. **or**

2. Completion of either:

(a) A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law. or (b) The equivalent of sixteen semester hours of professional accounting courses given by a collegiate-grade residence institution, including course in elementary and advanced accounting, auditing and cost accounting; and three semester hours of business law. (A course in statistics may be substituted for cost accounting.) **or**

3. Equivalent to graduation from college including nine units of insurance or actuarial science and at least six semester hours of accounting courses. (Experience with an insurance company performing professional accounting or technical underwriting or claims work may be substituted for the educational requirements on the basis of one year of experience for each year of college work up to a maximum of two years. Work experience may not be substituted for the required accounting courses.)



## EDUCATION AND EXPERIENCE– WEIGHTED 100%

This examination will consist of an evaluation of each candidate's education and experience as indicated on his/her application weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the evaluation process.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

The testing office will accept examination packets on a continuous basis. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Applicants will receive their score results 4-6 weeks after each cut-off date by US Postal mail. Names of successful competitors will be merged into the list in order of final scores, regardless of test date.

Deployed Veterans can take deferred promotional examinations.

**Continuous testing cut-off dates will be the last business day of each month and all applicants must meet the minimum qualifications as of the cut-off date.**

## ELIGIBLE LIST INFORMATION

An open eligible list will be established for the California Department of Insurance. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors' eligibility will expire **12 MONTHS** after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## VETERAN'S PREFERENCE

Veteran's preference **will not** be granted in this examination.

## CAREER CREDITS

**Career Credits will not** be granted in this examination.

## SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "examination application." You will be notified in writing to determine what assistance can be provided.



## KNOWLEDGE, SKILLS, & ABILITIES

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will also be on measuring competitively, relative to job demands, each competitor's:

### Knowledge of:

1. General accounting and auditing principle and procedures
2. Specialized financial examining practice and procedures as used in insurance examining
3. Insurance accounting and uniform accounting systems prescribe for insurance companies
4. Financial organization and practices of various types of insurance companies
5. Provision of the law governing insurance companies, related legal opinions and court decisions, and departmental policies, rules and regulations
6. Organizations and operation of the Department of Insurance with particular reference to the insurance examining program
7. Business law

### Ability to:

1. Apply general accounting and auditing principles and procedures, specialized financial examining practices and procedures and provisions of the law governing insurance companies, related legal opinions and court decisions, and departmental policies, rules and regulations
2. Plan, organize and direct the work of others
3. Act in a lead capacity in the financial examinations of accounts and records of insurance companies subject to State regulation
4. Gather, organize and summarize financial data
5. Analyze data and draw sound conclusions
6. Analyze situations accurately and adopt an effective course of action
7. Prepare clear, complete, concise reports
8. Establish and maintain cooperative relations with those contacted in the work
9. Speak and write effectively

## SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel and work away from the headquarters office as needed.

## GENERAL INFORMATION

**The California Department of Insurance** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**For an examination** without a written feature, it is the candidate's responsibility to contact the California Department of Insurance, Human Resources Management Division at [CDIExaminations@insurance.ca.gov](mailto:CDIExaminations@insurance.ca.gov) three weeks after the cut-off date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications are available** at the California Department of Insurance offices, California Department of Human Resources, local offices of the Employment Development Department, and on the internet at [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If you meet the requirements** stated on the reverse, you may take this examination. Your performance in this examination will be rated against predetermined rating criteria. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the examination or placement on the employment list.



**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, are used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Informational Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Candidates must be in a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment of records and personal history and fingerprinting may be required.

California Department of Insurance  
Human Resources Management Division  
Classifications and Examinations Unit  
300 Capitol Mall, 13th Floor  
Sacramento, CA 95814  
[CDIExaminations@insurance.ca.gov](mailto:CDIExaminations@insurance.ca.gov)

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)  
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.