Insurance Examiner
Class Code 4420 – Exam Code 0PB60

<table>
<thead>
<tr>
<th>Department:</th>
<th>Department of Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Date:</td>
<td>2/3/2011 1:00:00 PM</td>
</tr>
<tr>
<td>Final Filing Date:</td>
<td>Continuous</td>
</tr>
<tr>
<td>Type of Examination</td>
<td>DEPARTMENTAL OPEN</td>
</tr>
<tr>
<td>Salary:</td>
<td>MONTHLY-RANGED-SALARY - $3,425.00 to $5,050.00</td>
</tr>
<tr>
<td>Tenure/Time-base:</td>
<td>Permanent Full-time</td>
</tr>
<tr>
<td></td>
<td>Permanent Part-time</td>
</tr>
<tr>
<td></td>
<td>Permanent Intermittent</td>
</tr>
<tr>
<td></td>
<td>Limited Term Full-time</td>
</tr>
<tr>
<td></td>
<td>Limited Term Part-Time</td>
</tr>
<tr>
<td></td>
<td>Limited Term Intermittent</td>
</tr>
</tbody>
</table>

**INTRODUCTION**

Testing for Insurance Examiner is open.

**EQUAL EMPLOYMENT OPPORTUNITY**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

**DRUG FREE STATEMENT**

It is an 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.

**WHO SHOULD APPLY?**

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Examination at any time.

**ONCE YOU HAVE TAKEN THE TRAINING AND EXPERIENCE EXAMINATION, YOU MAY NOT RETAKE IT FOR SIX (6) MONTHS.**
SPECIAL TESTING ARRANGEMENTS

If you have a disability and/or need special testing arrangements you will be able to request a reasonable accommodation during the filing and self-scheduling process.

If you have questions, please contact:
California Department of Human Resources Selection Division
1-866-844-8671
California Relay Service (7-1-1)
Telecommunications Device for the Deaf (TTY) (916) 654-6336
TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established for the Department of Insurance. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. **ELIGIBILITY EXPIRES TWELVE (12) MONTHS AFTER IT IS ESTABLISHED.** Competitors must then retake the Training and Experience Examination to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

**EITHER I**
Equivalent to graduation from college preferably with a major in business administration, economics, insurance, accounting, or a related field. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

**OR II**
Completion of the equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution including courses 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 III**
One year in the California state service performing the duties of a Management Services Technician (Range B).

POSITION DESCRIPTION

An Insurance Examiner may assist in the financial audits of insurance companies or in the financial analysis of insurance companies to determine their financial condition and compliance with all laws applicable to their insurance and investment transactions. An Insurance Examiner may also perform reviews of premium tax returns or assist in premium tax audits of insurance companies in determining compliance with the premium tax laws of the State of California.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EXAMINATION – Weighted 100%

The examination will consist solely of a Training and Experience Examination. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Examination process.

Click here to preview the Training and Experience Examination.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Generally accepted accounting principles and auditing standards.

Ability to:

1. Learn the differences between Statements of Statutory Accounting Principles (SSAP) and Generally Accepted Accounting Principles (GAAP).
2. Prioritize work assignments to meet scheduled deadlines.
3. Analyze written materials and identify the most important issues that may affect an insurance company's financial condition or operations.
4. Learn Statements of Statutory Accounting Principles.
5. Understand and apply statutory accounting principles to audits, examinations, or other assigned tasks.
6. Verbally communicate effectively with insurance company personnel in a professional manner.
7. Follow procedures for obtaining documents from insurance companies.
8. Analyze financial information and narrative reports and draw sound
10. Follow oral instructions.
11. Exercise good judgment when completing work assignments.
12. Work with difficult people.
13. Verbally communicate detailed information within written reports to individuals with varying levels of technical ability.
14. Adapt to new working environments and working cultures.
15. Maintain good working relationship with insurance company management and personnel.
17. Verbally communicate effectively with coworkers, supervisors/management, and personnel in other departments in order to discuss and resolve pertinent issues affecting assignments or the work environment.
18. Verbally communicate with coworkers, supervisors/management, and personnel from other departments in order to diffuse potentially volatile situations that may impact working relationships.

VETERANS’ PREFERENCE

Veterans’ Preference will be granted in this examination. Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTIC

Willingness to travel and work away from headquarters’ office.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:
The California Department of Human Resources Selection Division
Applications are available at [www.jobs.ca.gov](http://www.jobs.ca.gov), and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The Department of Insurance reserves the right to revise the examination plan to better meet the needs of the service, should 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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and 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 records and personal history, and fingerprinting may be required.

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

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx, and the Department of Veterans Affairs.

Bulletin Revision Date: 8/10/2017

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Examination. At the end of the Training and Experience Examination, it will be instantly scored upon your request.

Click here to go to the Training and Experience Examination for Insurance Examiner.

FILING INSTRUCTIONS

Final File Date: Continuous