

EXAMINATION ANNOUNCEMENT

**Chief Actuary,
Department of Insurance CEA
Statewide - Open
Salary Range \$10,510 - \$11,865**



CALIFORNIA STATE DEPARTMENT OF

Insurance

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.

How to Apply

FINAL FILING DATE: JUNE 3, 2016

Send [application \(form STD 678\)](#) and Statement of Qualifications (SOQ) to:
**California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
Attention: Shannon Gardner**

**DO NOT SUBMIT APPLICATIONS OR SOQ TO THE
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)**

Application (form STD 678) and SOQ must be **POSTMARKED** no later than the final filing date. Electronic copies of the application and SOQ will not be accepted. Applications and SOQs postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.

Requirements for Admittance to the Examination

All applicants must meet the educational and/or experience requirements for this examination by **June 3, 2016**.

MINIMUM QUALIFICATIONS

Experience: Broad and extensive experience in actuarial work, at least five years of which shall have been in one or a combination of the following:

1. In a responsible governmental position involving the supervision and regulation of the actuarial practices of insurance companies; **or**
2. As an actuarial officer of a legal reserve life insurance company. (This experience must have been in a position equivalent to that of a senior actuarial officer who has responsibility for direction of an actuarial department and for formulation of actuarial policies and practices in a company with assets of approximately \$10,000,000.) **or**
3. As an actuary in general consulting practice, and Education: **Either**
 1. Equivalent to graduation from college, preferably with specialization in mathematics. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) **or**
 2. Possession of a fellowship in the Society of Actuaries.

	<p>Knowledge and Abilities:</p> <p>Knowledge of: Insurance principles and actuarial science; legal principles as applied to insurance policy contracts; financial structure of various types of insurance companies; Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</p> <p>Ability to: Make complex and extensive actuarial and statistical computations; appraise accurately the financial structure of insurance companies from actuarial and statistical data presented; write clear and concise reports; analyze situations accurately and adopt an effective course of action; effectively contribute to the Department's affirmative action objectives.</p>
Position Description	<p>Under general direction of the Deputy Commissioner, Health Policy and Reform, the CEA is responsible for formulating health actuarial policy for the Branch. The CEA performs highly skilled actuarial analysis, and supervises the work of the health actuarial staff. The CEA provides health insurance policy input to the Commissioner and senior staff. The incumbent will formulate actuarial policy for the Department, perform highly skilled actuarial analysis, and supervise the work of the health actuarial staff, including new duties that may be required for CDI to implement the Patient Protection and Affordable Care Act (PPACA) and state health reform laws.</p> <p>The position may be located in Sacramento, San Francisco, or Los Angeles.</p>
Examination Information	<p>STATEMENT OF QUALIFICATIONS (SOQ) – WEIGHTED 100 %</p> <p>The desirable qualifications listed on this bulletin will be used to screen and evaluate the application, resume, and SOQ; therefore, it is critical that each applicant include specific information and examples on how his/her background, knowledge, abilities, and personal characteristics meet the minimum and desirable qualifications. The SOQ must include your total years of experience (and civil service classification, if applicable) performing each of the qualifications. The application, resume, and SOQ may be the only basis for the candidate's final score and rank on the eligible list.</p> <p>All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.</p> <p>This examination will consist of a SOQ evaluation. The SOQ is a narrative discussion of your education, training, experience, and skills to meet the minimum and desirable qualifications in qualifying for the position. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.</p> <p>Interested candidates must submit:</p> <ul style="list-style-type: none"> • A completed Standard State Application (Form 678) • A Statement of Qualifications <ul style="list-style-type: none"> ○ The Desirable Qualifications (listed below numbers 1-6) must be addressed. ○ Must be typed in Arial font, size 12. ○ No more than three pages total in length.

The SOQ will be the only basis for your final score and rank on the eligible list. A minimum rating of 70% must be attained to obtain list eligibility. **Résumés will not be accepted in place of the required SOQ. Candidates who do not submit a SOQ with their application will be eliminated from this examination.**

Desirable Qualifications:

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

1. Broad and extensive experience in actuarial work in a responsible executive-level and/or managerial position involving the supervision and/or regulation of the actuarial practices of insurance companies and/or health plans.
2. Demonstrated extensive experience as an actuarial manager of a legal reserve health insurance company or health care service plan or state insurance regulator. Demonstrated experience in providing expert counsel and guidance to executive-level management.
3. Demonstrated experience in the application of insurance principles and actuarial science (e.g., product pricing, product development, and financial reporting for insurance companies).
4. Experience in the development and implementation of health-care related policy, particularly in connection with the Affordable Care Act.
5. Ability to maintain effective working relationships with the Insurance Commissioner, Executive staff, public officials nationwide, other government employees, industry executives (e.g., consultants, analysts, actuaries), international commissions, consumer groups and organizations.
6. Experience in working on committees and/or boards of actuarial or regulator organizations (e.g., National Association of Insurance Commissioners, American Academy of Actuaries, Society of Actuaries).

Eligible List Information

A departmental open list will be established for the California Department of Insurance. The list will be abolished 12 months after it is established unless the needs for the service and conditions of the list warrant a change in this period.

Career Credits are not granted in this examination.

Effective January 1, 2014, **Veterans' Preference** will be awarded to qualifying Veterans who are successful in the examination in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in Rank 1 of the eligibility list, regardless of score. All open exams/eligible lists will award Veterans' Preference, regardless of the classification.

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, (916) 492-3254 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at the California Department of Insurance offices, the California Department of Human Resources (CalHR), local offices of the Employment Development Department, and on the internet at www.jobs.ca.gov.

If you meet the requirements stated on this announcement, 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.

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.

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 Relay (Telephone) Service for the Deaf or Hearing impaired:
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
(916) 492-3300

Release Date: 05/13/16
SG/MA

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.