



## ACTUARIAL STATISTICIAN

**EXAM CODE:** 6IN99  
**EXAM TYPE:** DEPARTMENTAL OPEN  
**LOCATIONS:** SPOT - LOS ANGELES  
**SALARY INFORMATION:** \$4,600 - \$5,758  
**CLASS/SCHEM CODE:** 6080/LP70  
**RELEASE DATE:** 01/01/2017  
**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

This is the first working level. Under general supervision, incumbents perform most assignments and may lead a team of Insurance Examiners on special projects.

**Positions are located in Los Angeles.**

### WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the cut-off dates listed in the **Continuous Testing** section. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and applicable classification titles.



## MINIMUM QUALIFICATIONS

### Either Pattern I

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

### Or Pattern II

Experience: Three years of increasingly responsible experience in a position requiring a knowledge of actuarial science, insurance accounting, and applicable laws. (Experience in the California state service applied toward this requirement must be at the level of responsibility provided in the promotional pattern.) **And**

Education: Equivalent to graduation from college including nine semester hours of insurance, or accounting courses and at least six semester hours of actuarial science or statistic courses. (Experience with an insurance company performing actuarial or technical underwriting, or claims work may be substituted for education requirement on a year-for-year basis to a maximum of two years.)

## EXAMINATION INFORMATION

### QUALIFICATIONS ASSESSMENT – WEIGHTED 100%

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification.

Instructions on how to complete the Qualifications Assessment will be mailed out to each candidate who meets the minimum qualifications. Written notifications will be mailed within two weeks after the cut-off dates listed in the **Continuous Testing** section. In order to obtain a position on the eligible list, candidates must receive a minimum rating of 70% on the examination. Examination administration and processing time is approximately one month.

## CONTINUOUS TESTING

The testing office will accept applications continuously throughout the year. Although we will be accepting applications continuously, the cut-off dates will be as follows: **January 10th, February 10th, March 10th, April 10th, May 10th, June 10th, July 10th, August 10th, September 10th, October 10th, November 10th, and December 10th.** This is subject to change based on testing needs. **Applications postmarked or personally delivered after the cut-off date will not be processed until the next cutoff date listed in this section.** Applications will be reviewed to ensure the minimum requirements for participation in this examination are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for **9 MONTHS** from the established list 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.

**Career Credits** will not be 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.

## 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. Actuarial science.
2. Insurance principles.
3. General accounting and auditing principles.
4. Insurance accounting and uniform accounting systems prescribed for insurance companies.
5. Financial organization and practices of various types of insurance companies.

### Ability to:

1. Gather, organize, summarize, and analyze financial data.
2. Establish and maintain controls over procedures operating within the actuarial division.
3. Apply general actuarial accounting and auditing principles and procedures.
4. Prepare clear, complete, concise reports and correspondence concerning the verification of policy and claim reserves.

## FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Standard State Employment Application \(Form STD 678\)](#)
- [Conditions of Employment \(Form 631\)](#)
- Copy of school transcripts or degree (if applicable to meeting minimum qualifications)

**Send completed application package to:  
California Department of Insurance  
Human Resources Management Division  
300 Capitol Mall, 13<sup>th</sup> Floor  
Sacramento, CA 95814  
Attention: Alysa Stockdale-Hollis**

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

Applications must be **POSTMARKED** no later than the cut-off date. Do not submit applications to the California Department of Human Resources (CalHR.) Electronic copies of the application will not be accepted.



Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

## CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

**EXAM ANALYST:** Alysa Stockdale-Hollis  
**PHONE NUMBER:** 916-492-3355  
**EMAIL ADDRESS:** [CDISelectionsAndRecruitmentUnit@Insurance.ca.gov](mailto:CDISelectionsAndRecruitmentUnit@Insurance.ca.gov)

## 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.

**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, San Francisco, 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.

**Veterans Preference:** Pursuant to Government Code Section 18973.1, effective January 1, 2014, 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 veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status. The California Department of Human Resources has information on how to apply for Veterans' Preference on their website at <http://www.jobs.ca.gov/> and on the Application for Veterans' Preference form <http://jobs.ca.gov/PDF/SPB1093.pdf>. Additional information is also available at the Department of Veterans Affairs website at <http://www.cdva.ca.gov/>.



**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  
Selections & Recruitment Unit  
300 Capitol Mall, 13th Floor  
Sacramento, CA 95814  
916-492-3300

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.