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| Classification Title: SENIOR INSURANCE EXAMINER (SPECIALIST) | Branch/Division/Bureau: FINANCIAL SURVEILLANCE BRANCH / FINANCIAL ANALYSIS DIVISION / FINANCIAL ANALYSIS BUREAU |
| Working Title: Senior Insurance Examiner (Specialist) | Office/Unit/Section/Geographic Location: ///LOS ANGELES |
| Position Number (13 Digit): 413-364-4410-002 | Conflict of Interest Position: YES |
| Employee Name: | Effective Date: |

BASIC FUNCTION:

Under general direction of Senior Insurance Examiner (Supervisor) or Supervising Insurance Examiner, the Senior Insurance Examiner (Specialist), analyzes and conducts risk-focused surveillance of the most complex licensed entities to ensure their solvency and reviews applications requiring the Commissioner's approval to ascertain their financial stability and compliance with the California Insurance Code, California Code of Regulations, Department's rules and the standard operating procedures of Financial Analysis Division (FAD). Provides reports and maintains databases to support FAD's financial analysis, to meet the National Association of Insurance Commissioners (NAIC) Accreditation requirements, and to support all aspects of FAD's operations.

Occasional travel may be required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel may include overnight stay and overtime may be required.

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

ESSENTIAL FUNCTIONS*

25% Analyze the Financial Solvency and compliance of the Assigned Insurers, including Insurers with the most complex issues:

- Obtain, review, and analyze annual and quarterly insurer financial statements and all related supplemental regulatory filings (including, but not

ESSENTIAL FUNCTIONS DUTY STATEMENTHRM-025

limited to audited financial reports, actuarial opinions, management's discussion and analysis, holding company filings, Enterprise Risk Reports, ORSA Summary Reports, Group Capital Calculation, etc.)

- Obtain, review, and analyze information from other sources relevant to the current and prospective financial solvency of insurers and/or groups (including but not limited to public news reports, rating agency reports, SEC filings, earning calls and releases, etc.)
- Summarize and document results of analysis and assessment of risks based on information reviewed as well as communications with the insurer and other regulators.

20% Design, create, and maintains databases to prepare and provide accurate financial data and regular/ad hoc reports for FAD Management to improve efficiency of financial analysis, to meet the NAIC Accreditation requirements; and to prepare and provide regular/ad hoc listing/reports to support all aspects of FAD's operations.

10% Conducts financial review and analysis of information provided on various corporate affairs applications such as licensing, change of control, extraordinary dividends, mergers, stock issuances, reinsurance agreements, affiliated transactions, and other required filings by the Department.

10% Prepares and provides written recommendations to management based on the analyses performed.

10% Communicates with licensed entities, department personnel and other regulatory agencies throughout the course of solvency monitoring:

- Correspond with company executives, department staff, and other state, federal, or international regulators to investigate issues identified, evaluate company responses, and propose additional regulatory actions if warranted
- Follow up on issues identified by other regulators, evaluate responses received, and ensure issues are properly addressed.

10% Works with the NAIC and CDI-ITD to facilitate technical support that is essential to the risk-focused surveillance process including the utilization of TeamMate in financial analysis, and FAD's operating systems and databases.

5% Assists in developing, updating and maintaining FAD's Internet and Intranet content for effective financial regulation of the California licensed entities.

MARGINAL FUNCTIONS

5% Leads and participates in various special assignments.

5% Assists Bureau Chief and/or Supervisor in staff development by training and mentoring.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

Work Environment:

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- Work in a high-rise building, in a cubicle setting, and an open space environment.
 - Hybrid Telework: Qualified for telecommuting as per CDI's Telework policy. Pursuant to Government Code. Require to report to office location on designated days.

Physical Abilities:

- Ability to lift/carry/move up to 35 pounds for short distances.
- Ability to reach, bend, stretch, and stoop.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name