

<b>Classification Title:</b> Insurance Examiner	<b>Branch/Division/Bureau:</b> Financial Surveillance Branch/FED
<b>Working Title:</b> Insurance Examiner	<b>Office/Unit/Section/Geographic Location:</b> SF <input checked="" type="checkbox"/> LA <input type="checkbox"/> SAC
<b>Position Number (13 Digit):</b> 413-351-4420-005	<b>Conflict of Interest Position:</b> <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
<b>Employee Name:</b>	<b>Effective Date:</b>

**BASIC FUNCTION:**

Under supervision, the Insurance Examiner (IE) will assist in the financial examinations (audits) of insurance companies to determine their financial status, solvency, and the legality and propriety of their operations. Tasks include but are not limited to: review and assess the effectiveness of the insurer’s audit function as well as the enterprise risk management function; exercise judgment to identify and assess solvency risks facing the insurer; identify relevant controls and/or risk mitigation strategies to address risks identified and perform tests of controls to evaluate their effectiveness; as well as examine related records to appropriately determine insurer’s compliance with state laws, rules, regulations and standards/guidelines prescribed by the National Association of Insurance Commissioners. When conducting financial examinations of insurers, the IE must travel to an insurer’s place of business, which may be in-state or out-of-state. Majority of duties are performed in the field at company locations up to 95%. Extensive travel (up to 70%) is required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel will include overnight stay.

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**

40% Assist with the risk-focused examination of insurance companies and other entities regulated by the Department to determine their financial condition, solvency, and the legality and propriety of their operations. Works with the Examiner-in-Charge and/or Examination Supervisor at various locations throughout the country. These tasks may include, but are not limited to:

- Review and gain an understanding of insurer operations, including its corporate governance structure and its enterprise risk management framework through a review of regulatory filings, discussions with Department staff, discussions with company personnel, review of public information, review of industry trends and other sources of information as applicable.

**ESSENTIAL FUNCTIONS DUTY STATEMENT**HRM-025

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- Identify relevant controls and/or risk mitigation strategies to address risks identified and perform tests of controls to evaluate their effectiveness, as appropriate.
- Based on the residual risk determinations, assist management with developing and performing test procedures to address risks as appropriate.
- Verify insurer records to determine accuracy of financial reporting and to evaluate the propriety of insurer operations.
- Prepare examination work papers to provide accurate and complete documentation of observations, work performed and examination findings in accordance with Department and National Association of Insurance Commissioners (NAIC) standards and guidelines.
- Examine insurer records, practices and activities to appropriately determine insurer compliance with state laws, rules, regulations and NAIC standards and guidelines.

20% Research issues relating to state law, state regulations, statutory accounting principles, etc. for compliance. Participate in training courses that enhance examiner's ability to perform and lead examinations (e.g. NAIC, the Society of Financial Examiners, etc.). Stay apprised of industry trends through review of business journals, industry publications, etc. to identify implications for examination. Develop understanding of insurance operations, risks, risk management techniques, and transactions flows to enhance an examiner's ability to perform examinations.

20% Effectively, assist in communicating, both verbally and in writing, regarding the details of exam findings through reports, management letters, and exit conferences. Take notes during meetings and prepare meeting minutes.

10% Assist in conducting underwritten title companies in performing qualifying examinations of insurance companies for licensing purposes.

5% Deliver work papers to the examination site and/or the CDI office.

**MARGINAL FUNCTIONS**

5% Performs required administrative duties including timecard submission, travel arrangements and travel reimbursement forms; assists other units in performing job related functions as necessary.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

Work Environment:

- Must be able to shift work hours as needed depending on the work needs;
- Work in a cubicle or office setting involving noise from office machines, worker conversations, and other distractions resulting from open space work environment;
- Must be able to work in a high-rise building; and
- May sit for extended periods of time.

Physical Abilities:

- Ability to lift/carry/move 25-35 pounds for short distances; and
- Reaching, bending, stretching, and stooping will be required.

**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.)

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Employee Signature

Date

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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.**

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Supervisor Signature

Date

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Printed Name