

ESSENTIAL FUNCTIONS DUTY STATEMENT

HRM-025

Classification Title: INSURANCE EXAMINER	Branch/Division/Bureau: FINANCIAL SURVEILLANCE BRANCH / FIELD EXAMINATION DIVISION / FIELD EXAMINATION BUREAU
Working Title: Insurance Examiner	Office/Unit/Section/Geographic Location: Sacramento/Oakland Bureau
Position Number (13 Digit): 413-XXX-4420-XXX	Conflict of Interest Position: YES
Employee Name:	Effective Date:

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 (NAIC). This position is primarily remote-centered (i.e. telework). Remote-centered work is subject to change to office-centered work based on operational needs. The IE must be able to manage time effectively to complete tasks and assignments on time and within the assigned budget.

In addition, when conducting financial examinations of a regulated company, travel to a company's place of business may be required (may be in-state or out-of-state) and may require overnight stay(s). Some travel may require the IE to use private and/or public modes of transportation (i.e., automobile, commercial airlines, etc.). The IE must possess a valid California driver's license and be able to safely drive and operate a private passenger automobile when traveling on official state business.

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.

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ESSENTIAL FUNCTIONS*

- 20% Studies the principles and techniques of financial examinations in order to review and gain an understanding of an insurer's operations to identify key solvency risks and concerns. This includes evaluating the insurer's corporate governance structure and its enterprise risk management framework through a review of financial statements, 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.
- 20% Performs process control walkthroughs with the insurer to identify relevant controls and/or risk mitigation strategies to address risks identified. Performs tests of controls to make recommendations on their operating effectiveness, as appropriate.
- 15% Prepares examination work papers to provide accurate and complete documentation of observations, work performed, and examination findings in accordance with department and NAIC standards and guidelines.
- 10% Based on the residual risk determinations, performs test procedures to address risks as appropriate, including verifying insurer records to determine the accuracy of financial reporting and evaluating the propriety of insurer operations.
- 10% Researches issues relating to state law, state regulations, statutory accounting principles, etc. for compliance. Participates in training courses that enhance the 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 an understanding of insurance operations, risks, risk management techniques, and transaction flows to enhance an examiner's ability to perform examinations.
- 10% Effectively assists in communicating, both verbally and in writing, regarding the details of exam findings through reports, management letters, and exit conferences. Takes notes during meetings and prepares meeting minutes.
- 5% Examines insurer records, practices, and activities to make recommendations on compliance with state laws, rules, regulations, and NAIC standards and guidelines.
- 5% Conducts qualifying examinations of insurance companies, home warranty companies underwritten title companies for licensing purposes.

MARGINAL FUNCTIONS

- 5% Performs required administrative duties, including timecard submission, travel arrangements, and travel reimbursement forms. Deliver work papers to the examination site and/or the CDI office. Assists other units in performing job-related

functions as necessary.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

Work Environment:• Work at a dedicated workstation at a designated alternate work location (e.g.,home office) and must maintain safe working conditions and a distraction-free remote work environment• Work in a cubicle or office setting• Must be able to work in a high-rise building• May sit for extended periods of time• Work at a computer for an extended period of time• Requires occasional driving for extended periods of time• Telework - HybridPhysical Abilities:• Ability to safely drive and operate a private passenger motor vehicle• Ability to lift/carry/move 25-35 pounds for short distances• 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.)

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