

Classification Title: Actuarial Analyst	Branch/Division/Bureau: Financial Surveillance Branch/Office of Principle Based Reserving
Working Title: Actuarial Analyst	Office/Unit/Section/Geographic Location: Los Angeles
Position Number (13 Digit): 413-353-5552-005	Conflict of Interest Position: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
Employee Name:	Effective Date:

BASIC FUNCTION:

Under direction of the Chief Systems Actuary (CSA), the Actuarial Analyst is responsible for reviewing companies' Principle Based Reserving (PBR) documentation to ensure it reflects PBR standards and appropriate assumptions and methods. The incumbent evaluates life insurance company deterministic reserve and stochastic reserve techniques based on PBR methodology. Travel may be required within and/or outside the state of California, including attendance of on-site examinations and relevant actuarial conferences. Travel up to 25% may be required for the performance of this position. This travel will include overnight stay.

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Statement of Economic Interests (Form 700) within 30 days of appointment, annual filings, and a Leaving Office filing within 30 days of physical separation. Non-compliance with the Conflict of Interest Code requirements may result in voiding of the appointment, financial penalties, or enforcement actions.

ESSENTIAL FUNCTIONS

- 35% Conducts preliminary reviews of selected PBR analyses and software and summarizes findings for the assigned Office of Principle Based Reserving (OPBR) Actuary Senior and Chief Systems Actuary. This includes performing onsite company examinations.
- 20% In conjunction with the assigned OPBR Actuary Senior, reviews reasonability and accuracy of PBR reserve estimates, including end-to-end model review, checking inputs, outputs, internal and external software, and all underlying models to the extent that they have a material impact on the reasonability of the overall reserve estimate.
- 20% Assists OPBR Actuary Senior's with finalizing reviews, drafting a final written report for each review, developing supporting exhibits, documenting sample validation, and researching relevant sections of the law and regulation.
- 10% Performs assigned special projects, including peer trainings or presentations on various topics (Possible topics include mortality, policyholder behavior, asset modelling, credibility, and model governance).

10% Performs initial reviews of PBR reports for compliance with the *Valuation Manual*. Increase his/her familiarity and knowledge of life insurance, PBR, and relevant laws and regulations through appropriate study.

MARGINAL FUNCTIONS

5% Attend National Association of Insurance Commissioners (NAIC), American Academy of Actuaries (AAA), and Society of Actuaries (SOA) conference calls as assigned and report on proceedings.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Work in a high-rise building.
- Ability to carry laptop, papers, etc. for the purposes of travel required.
- Eligible for telework in accordance with CDI's telework policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify.

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