Classification Title:	**Branch/Division/Bureau:**
SENIOR INSURANCE EXAMINER (SUPERVISOR)	FSB/FAD/FAB III
Working Title:	**Office/Unit/Section/Geographic Location:**
Senior Insurance Examiner (Supervisor)	LOS ANGELES
Position Number (13 Digit):	**Conflict of Interest Position:**
	☐ **NO** ☑ **YES**
Employee Name:	**Effective Date:**

BASIC FUNCTION:

Under general direction of the Supervising Insurance Examiner, the incumbent supervises, directs and reviews the day-to-day work of staff, which encompasses (1) performing ongoing risk-focused financial analyses of licensed entities and (2) conducting reviews of the financial aspects of corporate affairs applications and filings requiring the Department's approval, to ensure compliance with the California Insurance Code, the California Code of Regulations, the Department's issued Bulletins and Notices, the NAIC Accreditation Program Manual, as well as the Financial Analysis Division's policies and procedures.

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.

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 a Statement of Economic Interest (Form 700), which includes an Assuming Office filing 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 the voiding of appointment, financial penalties, or enforcement actions.

ESSENTIAL FUNCTIONS

35% Supervise the quality of the risk-focused analysis process, including the appropriate depth of review, supporting documentation, resolution of concerns. Ensure analyses incorporates information from all relevant company filings, internal and external sources, and NAIC FAST tools; are appropriately tailored to the size, risk and complexity of the licensed entity; include well-supported conclusions and rationale; accurately identify significant risks in the Insurer Profile Summary and/or Group Profile Summary; and ensure material adverse findings are promptly escalated for appropriate regulatory action.

25% Supervise the review and analysis of corporate affairs applications and regulatory filings (e.g., licensing applications, change of control, extraordinary dividends, affiliated transactions, permitted accounting practices) by reviewing staff analyses, conclusions, and recommendations to ensure they are accurate, complete, well supported, and

consistent with applicable laws, regulations, and Department policies.

10% Supervise and monitor the financial analysis workflow to ensure work assignments are completed in accordance with Department's quality and timeliness guidelines and the standards established in the NAIC Accreditation Program Manual.

10% Review or conduct research on complex issues involving state laws, regulations, statutory accounting principles, and reporting standards, and develop recommendations for department action. Coordinate with other regulatory functions to avoid duplication of effort and requests, identify the need for limited-scope or interim examination work to address urgent concerns, and develop and communicate verification procedures and advanced investigative techniques, when appropriate.

10% Lead and participate in special assignments, including the developing and implementing Division or Bureau policies, procedures, and work plans. Participate in NAIC meetings and training. Analyze and provide recommendations on industry trends and proposed legislation, rules, regulations, and policies that impact the operations of the Division.

10% Communicate with company management, Department staff, and other regulators regarding financial, operational, and regulatory matters. Provide coaching and training to staff, participate in recruitment and performance evaluations, and perform supervisory administrative responsibilities, including reviewing attendance, leave requests, and time reporting.

MARGINAL FUNCTIONS

WORK ENVIRONMENT OR PHYSICAL ABILITIES

Work Environment:

- Work in a high-rise office environment.
- Work in a cubicle setting and open space environment.
- Eligible for telework in accordance with CDIs 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.

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 you are unsure of the 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