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 or Oakland
Position Number (13 Digit): 413-151-4420-006	**Conflict of Interest Position:** ☒Yes ☐ No
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).

Routine/extensive travel is required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.)

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*

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% 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 after reviewing residual risk determinations

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. Develops 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

- The incumbent must be able to work in a high-rise building.
- Requires occasional driving for extended periods of time.
- The incumbent may 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.
- The incumbent must be able to safely drive and operate a private passenger motor vehicle.

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.

Supervisor Signature Date

Printed Name