Classification Title: Senior Insurance Examiner (Specialist)	**Branch/Division/Bureau:** Financial Surveillance Branch/ Financial Analysis Division/ Financial Analysis Bureau
Working Title: Senior Insurance Examiner (Specialist)	**Office/Unit/Section/Geographic Location:** Los Angeles
Position Number (13 Digit): 413-364-4410-008	**Conflict of Interest Position:** **YES**
Employee Name:	**Effective Date:**

BASIC FUNCTION:

Under general direction of Senior Insurance Examiner (Supervisor) or Supervising Insurance Examiner, the Senior Insurance Examiner (Specialist) (SIE), analyzes and conducts risk-focused surveillance of the most complex licensed entities to ensure their solvency and reviews applications requiring the Commissioner's approval to ascertain their financial stability and compliance with the California Insurance Code, California Code of Regulations, Department's rules and the standard operating procedures of Financial Analysis Division (FAD).

Occasional travel may be required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel will/may include overnight stay and overtime will/may be required.

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% Analyzes the financial solvency and compliance of the assigned insurers including insurers with the most complex issues. The SIE obtains, reviews, and analyzes insurer annual and quarterly financial statements and all related supplemental regulatory filings (including, but not limited to audited financial reports, actuarial opinions, management's discussion and analysis, holding company filings, Enterprise Risk Reports, ORSA Summary Reports, Group Capital Calculation, etc.) Obtains, reviews, and analyzes information from other sources relevant to the current and prospective financial solvency of insurers and/or groups (including but not limited to public news reports, rating agency reports, SEC filings, earning calls and releases, etc.) The SIE

summarizes and documents results of analysis and assessment of risks based on information reviewed as well as communications with the insurer and other regulators.

20% Conducts financial review and analysis of information provided on various corporate affairs applications such as licensing, change of control, extraordinary dividends, mergers, stock issuances, reinsurance agreements, affiliated transactions, and other required filings by the Department.

20% Prepares and provides written recommendations to management based on the financial reviews and analyses performed.

10% Communicates with licensed entities, department personnel and other regulatory agencies throughout the course of solvency monitoring. The SIE corresponds with company executives, department staff, and other state, federal, or international regulators to investigate issues identified, evaluate company responses, and propose additional regulatory actions if warranted. The SIE follow-up on issues identified by other regulators, evaluates responses received, and ensures issues are properly addressed.

10% Assists Bureau Chief and/or Supervisor in staff development by training and mentoring.

MARGINAL FUNCTIONS

5% Leads and participates in various special assignments.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

Work Environment:

- Work in a high-rise office building
- Work in a cubicle setting and open space environment
- 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. (telework language for hybrid positions)

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 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