

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Insurance Examiner

SERIES NO.:

6672

MAJOR AGENCIES:

Insurance only

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the insurance examiner occupation is to audit insurance companies authorized to conduct business in Ohio in order to assess compliance with state regulations and to determine solvency.

At the two lower levels, incumbents receive training or conduct in-house &/or on-site audits &/or analysis.

At the two middle levels, incumbents conduct in-house and/or on-site audits and/or analysis of domestic and/or foreign insurance companies' financial condition to determine solvency and compliance to statutes and regulations or supervise an audit team.

At the administrator level, incumbents serve as assistant chief examiners and plan, direct and administer activities within assigned section (i.e., examination, administration, financial surveillance) of financial regulation services division and supervise assigned staff in performing duties specific to assigned section.

JOB TITLE

Insurance Examiner Trainee

JOB CODE

66720

PAY GRADE

30

EFFECTIVE

03/22/1992

CLASS CONCEPT:

The entry level class works under close supervision & requires some knowledge of accounting & insurance laws & rules in order to receive training in financial or marketing practices of insurance companies.

JOB TITLE

Insurance Examiner

JOB CODE

66721

PAY GRADE

31

EFFECTIVE

12/03/2001

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of accounting & insurance laws & rules in order to conduct on-site financial audits of insurance companies to assess compliance with government regulations & to determine solvency.

JOB TITLE

Insurance Examiner/Analyst

JOB CODE

66722

PAY GRADE

32

EFFECTIVE

12/03/2001

CLASS CONCEPT:

The advanced level class works under direction & requires accredited financial examiner or certified public accountant designation in order to conduct in-house &/or on-site audits &/or analysis of domestic &/or foreign insurance companies' financial condition to determine solvency & compliance to statutes & regulations.

JOB TITLE

Insurance Examiner/Analyst Supervisor

JOB CODE

66725

PAY GRADE

13

EFFECTIVE

04/26/2009

CLASS CONCEPT:

The advanced level class works under direction & requires certified financial examiner or certified public accountant designation in order to supervise team of insurance examiners/analysts in conducting on-site audits &/or in-house analysis of insurance companies.

JOB TITLE

Insurance Examiner Administrator 1

JOB CODE

66726

PAY GRADE

15

EFFECTIVE

04/26/2009

CLASS CONCEPT:

The supervisory level class works under general direction & requires certified financial examiner or certified public accountant designation & knowledge of supervisory practices & procedures in order to serve as assistant chief examiner & plan, direct & administer activities within assigned section (i.e., examination, administration, financial surveillance) of financial regulation services division & supervise assigned staff (e.g., insurance examiner supervisors; insurance examiners) in performing duties specific to assigned section, or serve as chief examiner & oversee activities in all sections (i.e., examination, administration & financial surveillance) of financial regulation services division & supervise assigned staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Insurance Examiner Trainee	66720	14	03/22/1992	30

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives training in financial or marketing practices of insurance companies authorized to do business in Ohio in order to become familiar with & proficient in examining companies' financial/marketing practices, performs assigned phase of examination following prescribed instructions & researches records.

Assists in preparation of reports (e.g., collects data, reviews data for accuracy) & assists in review of late filing & related policy documents.

Contacts outside financial institutions to confirm data collected or reported by audited companies.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting; finance; marketing; insurance; auditing principles & procedures*; statistics*; state laws & rules governing insurance company operations*. Skill in operation of calculator/adding machine. Ability to use proper research methods in gathering data; deal with variety of variables in somewhat unfamiliar context; read technical material pertaining to insurance.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 courses in any combination of accounting, internal auditing, insurance, finance, marketing, statistics or business administration; must provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Work involves overnight travel more than 50% of the time.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Insurance Examiner	66721	14	12/03/2001	31

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts on-site financial audits of insurance companies authorized to conduct business in Ohio in order to determine financial solvency & to ensure compliance with state insurance laws & rules, follows computer &/or manual audit procedures & interviews company personnel regarding accounting methodology, internal controls & other matters.

Writes preliminary reports of findings on assigned areas & assists in preparation of final report of examinations; travels to companies within & outside State of Ohio; reviews late filings & other policy documents; contacts other companies/financial institutions to confirm data collected or reported by audited companies.

MAJOR WORKER CHARACTERISTICS:

Knowledge of financial &/or cost accounting; insurance, economics, finance or business administration; auditing principles & procedures; statistics; advanced mathematics (e.g., calculus, analytical geometry, algebra); state laws & rules governing insurance company operations*. Skill in use of calculator/adding machine. Ability to deal with many variables & determine specific course of action; use proper research methods in gathering data; write technical reports of audit findings; handle sensitive inquiries from & contacts with company officials, creditors & other interested parties.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in accounting, internal auditing, insurance, economics, marketing, finance, statistics or business administration; must provide own transportation.

-Or 12 mos. exp. as Insurance Examiner Trainee, 66720; must provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Work involves overnight travel more than 50% of time.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Insurance Examiner/Analyst	66722	14	12/03/2001	32

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs in-house &/or on-site audits &/or analysis of domestic &/or foreign insurance companies' financial condition to determine solvency & compliance to statutes & regulations, contacts companies regarding findings, determines need for subsequent action based on insurance companies responses to audits & analysis, prepares & recommends level of priority for each company & reviews audited financial statements, & other financial reports & periodically conducts reviews of other insurance examiner/analyst findings.

Evaluates insurance companies' operations to determine if prior review recommendations have been implemented, assesses company progress toward implementation of prior audit & analysis recommendations & assumes responsibility for audit &/or analysis reports; conducts, develops & maintains analysis process for use in financial assessment of annual & quarterly statements & maintains regulatory status reports for foreign &/or domestic companies; reviews various financial transactions for appropriateness & compliance to statutes & regulations.

Performs comprehensive audits of all books, records, assets, liabilities, income, disbursements & operating policies & procedures & examines contracts to determine legality & propriety.

Represents department at meetings with companies &/or outside agencies; provides written &/or verbal response for request for information.

MAJOR WORKER CHARACTERISTICS:

Knowledge of financial &/or cost accounting; insurance, economics, finance or business administration; auditing principles & procedures; statistics; advanced mathematics (e.g., calculus, analytical geometry, algebra); state laws & rules governing insurance company operations*. Skill in use of calculator/adding machine; operation of personal computer*. Ability to deal with many variables & determine specific course of action; use proper research methods in gathering data; write & proofread technical reports of audit findings; handle sensitive inquiries from & contacts with company officials, creditors & other interested parties.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Accredited Financial Examiner (i.e., AFE) designation by Society of Financial Examiners; 3 yrs. exp. in accounting, internal auditing, finance, insurance, marketing, business administration; must provide own transportation; valid driver's license.

-Or Certified Public Accountant (i.e., CPA) designation by state accountancy board; 3 yrs. exp. in accounting, internal auditing, finance insurance, business administration, marketing; must provide own transportation; valid driver's license.

-Or Certified Financial Examiner (i.e., CFE) designation by Society of Financial Examiners; 5 yrs. exp. in accounting, internal auditing, finance, marketing, insurance or business administration; must provide own transportation; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

C.P.A. continuing education requirement of 40 hrs./yr. per American Institute of Certified Public Accountants. A.F.E. & C.F.E. continuing education requirement of 120 credits/3 yrs. Per Society of Financial Examiners.

UNUSUAL WORKING CONDITIONS:

Work involves overnight travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Insurance Examiner/Analyst Supervisor	66725	EX	04/26/2009	13

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises team of insurance examiner/analysts in conducting on-site audits &/or in-house analysis of insurance companies (e.g., life, property & casualty, health insurance corporations, multiple employer welfare associations, title, & fraternal benefit societies) licensed to do business in Ohio, to determine financial solvency of insurer & compliance with Ohio's statutes, rules, bulletins and other applicable guidelines, prepares, determines, recommends or modifies procedures, systems, processing & reporting of preliminary audit &/or analysis work regarding insurers' (e.g., statutory annual & quarterly financial statements, financial condition rating indicators, financial ratio analysis, audit planning procedures, planning materiality levels & specific risk analysis), schedules meetings with insurers (e.g., to discuss business plans, mergers, acquisitions, types of business written, major reinsurance contracts, & investment policies), performs comprehensive audits/analysis of insurers' books, & records (e.g., general ledger, trial balance, assets, liabilities, income & disbursements, operating policies & procedures) to verify proper ownership, valuation, & statutory compliance, examines contracts regarding reinsurance treaties, custodial or safekeeping arrangements, agent & employee benefits, equipment & building leases, & management & service agreements to determine legality, propriety & impact on financial condition of insurer, interviews insurance company personnel regarding accounting methodology, internal controls, Risk Management practices, Corporate Governance & other matters, assigns & reviews audit/analysis projects of examiner/analysts, determines analysis emphasis & establishes time-budgets & upon completion, reviews prepared files (e.g., permanent files, surveillance files, planning & administration files) to control consistency & quality, assesses progress of audit/analysis work to assure proper procedures are performed & documented (e.g., correct conclusions drawn, final reports accurate, concise & completed within established time-budgets), coordinates work & assesses progress, oversees issuance of periodic & special reports & develops, implements, & maintains procedure manuals & writes reports of examination, stating findings of material changes &/or issues of regulatory significance.

Reviews & evaluates insurance companies' documents (e.g., statutory financial statements; CPA audited financial statements; management & service agreements; actuarial opinions; holding company filings; statutory reports of examinations; market conduct examinations; complaint activity; independent rating agencies' reports; shareholder reports; media information; intra-departmental communications, business plans, management reports, board & committee minutes) to determine if financial condition is deteriorating or improving; writes & reviews correspondence to insurers & evaluates responses; provides assessments of insurers' financial condition in written & oral form; participates in discussions internally & with insurance company representatives regarding accounting & solvency issues.

Prepares & conducts performance evaluations, initiates disciplinary actions, recommends &/or provides training, approves or disapproves requests for leave, & travel expense reports; conducts periodic staff meetings; assists in regulatory actions against insurers (e.g., supervisions, rehabilitation, & liquidations); prepares work papers &/or writes reports to document findings during limited-scope or target examinations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; employee training & development*; financial &/or cost accounting; insurance, economics, finance or business administration; auditing principles & procedures; statistics; advanced mathematics (e.g., calculus, analytical geometry, algebra); state laws & rules governing insurance company operations. Skill in use of calculator/adding machine. Ability to deal with many variables & determine specific course of action; use proper research methods in gathering data; write technical reports of audit findings; handle sensitive inquiries from & contacts with company officials, creditors & other interested parties.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certified Financial Examiner (i.e., CFE) designation by Society of Financial Examiners; 5 yrs. exp. in accounting, internal auditing, finance, marketing, insurance or business administration; valid driver's license; must provide own transportation.

-Or Certified Public Accountant (i.e., CPA) designation by state accountancy board; 5 yrs. exp. in accounting, marketing, internal auditing, finance, insurance or business administration; valid driver's license; must provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure/designation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

C.P.A. continuing education requirements the American Institute of Certified Public Accountants. C.F.E. continuing education requirements the Society of Financial Examiners.

UNUSUAL WORKING CONDITIONS:

Work involves overnight travel more than 50% of time.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Insurance Examiner Administrator 1	66726	EX	04/26/2009	15

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

As assistant chief examiner, plans, directs & administers activities within assigned section (i.e., examination, administration, financial surveillance) of financial regulation services division & supervises assigned staff (e.g., insurance examiner supervisors; insurance examiners) in one of three following options: in conducting on-site financial audits of insurance companies authorized to conduct business in Ohio, establishes & enforces audit program guidelines & audit procedures, assigns & evaluates work, reviews examination reports of examiners to determine compliance with departmental rulings, state statutes & general accounting principles & promulgates rules, rulings, policies & practices regarding audit & examination process, or in facilitating annual calculation of insurers' taxes (i.e., domestic franchise, foreign premium, fire marshal & retaliatory), estimates personnel levels & equipment needs to meet statutory deadline for tax certification, or in conducting financial review & solvency assessment of all insurers licensed to do business in state of Ohio, reports recommendations & courses of action regarding foreign & domestic insurers whose financial condition is exhibiting signs of deterioration to higher level management & reviews & directs issuance of periodic reports assessing financial position of all licensed insurers,

OR

As chief examiner, oversees activities of all sections (i.e., in examination section, plans, schedules & coordinates on-site examinations of which involve monitoring financial condition & compliance with Ohio law for all licensed insurance companies authorized to conduct business in Ohio; in administration section, oversees processing, auditing & computing premium, franchise & fire marshal taxes due from all licensed insurers & certification of such taxes to Auditor of State's Office & Treasurer of State, oversees billing & collection of all fees due to department from insurance companies for cost of field examinations, reviews & recommends applications of all foreign, alien & domestic insurers applying for admission to state of Ohio & application for approval as surplus lines carrier in Ohio; in financial surveillance section, oversees financial analysis of all Ohio licensed insurers, reviews inquiry letters to companies regarding adverse financial results as reported by companies in annual & quarterly financial statement reports submitted by all licensed insurers, reviews & approves all recommendations for regulatory action against insurers licensed to Ohio) within financial regulation services division & supervises assigned staff.

Attends, conducts &/or participates in various meetings or performs public relations activities for variety of purposes (e.g., meets with insurance company officials to discuss solutions to solvency problems, accounting issues or unusual & complex transactions & assess requested company's corrective action plans & financial budgets for reasonableness; discusses financial condition of insurance companies with personnel from other divisions within agency; acts as contact person for other states' guarantee associations regarding liquidation/rehabilitation & multi-state liquidations; represents director on task forces regarding financial solvency; serves on agency task forces regarding insurance related legislation; acts as liaison between National Association of Insurance Commissioners & agency regarding insurance regulatory information system; meets with divisional staff to provide input in planning & execution of routinely scheduled field examinations).

Performs work-related miscellaneous tasks (e.g., testifies before legislature regarding insurance related legislation; drafts insurance bulletins/directives to insurance companies regarding rules; analyzes or participates in research projects & assigns research task forces; recommends initiation & scope field examinations of potentially troubled insurers).

Performs duties related to activities of assigned section (e.g., oversees automated invoicing system used as sole revenue source for rotary fund for assigned division; reconciles individual company invoices to total billable examiner time & travel expense records; prepares & disseminates invoices to insurers; contacts past due accounts verbally or in writing; reconciles checks received; prepares summary reports regarding billing examiner salaries, fringe benefits, travel expenses, equipment & other overhead items; prepares long-range biennium budget; prepares monthly reports to supervisors regarding rotary fund activity; assists in promulgation of plans & procedures regarding acquisitions, mergers & reinsurance transactions; directs review process of insurers applying for either license to write insurance in state of Ohio &/or approval to conduct excess & surplus lines of business & updates requirements by type of insurer to include but not limited to property & casualty, life & health, health maintenance organizations, title & dental care corporations; plans filing & administrative review deadlines; administers activities of Stabilization Reserve Fund; direct staff in annual dissemination of annual financial statements, tax refunds, supplemental schedules, exhibits, forms & various instructions.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; employee training & development; financial &/or cost accounting;

insurance, economics, finance or business administration; auditing principles & procedures; statistics; advanced mathematics (e.g., calculus, analytical geometry, algebra); state laws & rules governing insurance company operations. Skill in use of calculator/adding machine. Ability to deal with many variables & determine specific course of action; develop complex reports & position papers; prepare & deliver speeches to specialized audiences; handle sensitive inquiries from & contacts with company or government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certified Financial Examiner (i.e., CFE) designation by Society of Financial Examiners; 7 yrs. exp. in accounting, internal auditing, finance, marketing, insurance or business administration; 12 mos. trg. or 12 mos. exp. in employee training & development; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; valid driver's license; must provide own transportation.

-Or Certified Public Accountant (i.e., CPA) designation by state accountancy board; 7 yrs. exp. in accounting, internal auditing, finance, marketing, insurance or business administration; 12 mos. trg. or 12 mos. exp. in employee training & development; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; valid driver's license; must provide own transportation.

-Or 10 yrs. exp. as Chief Financial Officer, Treasurer or Vice President of Finance for an Insurance Company with experience in accounting, auditing, taxation, investments, marketing, information systems & state insurance regulations; valid driver's license; must provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure/designation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

C.P.A. continuing education requirement of 20 hrs./yr. per American Institute of Certified Public Accountants. C.F.E. continuing education requirement of 15 credits/5 yrs. per Society of Financial Examiners.

UNUSUAL WORKING CONDITIONS:

Work may involve overnight travel.