



INSURANCE EXAMINER III

CHARACTERISTICS OF WORK:

This position requires the incumbent to perform analysis and audit work to ensure that insurance companies are in compliance with Mississippi insurance laws and regulations, the National Association of Insurance Commissioners (NAIC) Examiners Handbook, and the Mississippi Insurance Department Policies and Procedures manual for the purpose of protecting Mississippi policyholders. This also includes any other type of company falling within the parameters of the Mississippi Insurance Department laws and regulations. Work is performed in accordance with established laws, regulations, procedures, guidance, and administrative directives. Limited supervision is received from the Insurance Chief Examiner of Financial and Market Regulation and/or an advanced level examiner.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's degree from an accredited four-year college or university in accounting, insurance, finance, actuarial science, or a directly related field with a minimum of 24 hours in the following courses:

- Nine (9) semester hours of accounting, finance, business law, or actuarial science
- Six (6) semester hours of accounting fundamentals
- Three (3) semester hours of finance or economics
- Three (3) semester hours of business law
- Three (3) semester hours of management;

AND

Experience:

One (1) year of experience in professional level financial auditing and/or accounting, insurance, financial analysis, actuarial science, or other directly related experience.

OR

Education:

A Bachelor's degree from an accredited four-year college or university in accounting, insurance, finance, actuarial science, or a directly related field with a minimum of 24 hours in the following courses:

- Nine (9) semester hours of accounting, finance, business law, or actuarial science
- Six (6) semester hours of accounting fundamentals
- Three (3) semester hours of finance or economics
- Three (3) semester hours of business law
- Three (3) semester hours of management;

AND

Experience:

Two (2) years of experience in professional level financial auditing and/or accounting, insurance, financial analysis, actuarial science, or other directly related experience.

Substitution Statement:

Certification as a Certified Public Accountant (CPA) may be substituted for the required experience.

Required Documents:

Applicant must attach an official copy of college transcript to verify required course work.

Applicant must attach a valid copy of his/her certification as a Certified Public Accountant (CPA), where applicable.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Technical Communication: Effectively conveys information through writing or speech about a specific topic to an intended audience.

Communicates regulatory issues with agency staff, insurance company management, attorneys, consumers, policyholders, and other regulatory authorities. Presents oral and written information internally or externally using proper grammar, punctuation, and content.

Workflow Management: Schedules and manages workload to achieve goals.

Manages and organizes tasks to ensure efficiency. Works independently and is self motivated resolving all tasks timely. Researches and finds solutions using all available informational resources. Exercises appropriate level of professional skepticism based on information obtained.

Analytical Thinking: Effectively uses knowledge and logic to address issues critical to the accomplishment of the job.

Analyzes financial statements and supplemental filings for solvency. Analyzes insurance companies' nonfinancial operations. Analyzes and interprets contracts, agreements, and transactions according to Mississippi insurance laws.

Compliance: Ensures insurance companies are in compliance with applicable state, federal, and agency laws, regulations, and guidelines.

Analyzes documents and nonfinancial operations to ensure compliance with Mississippi insurance laws. Recommends appropriate regulatory action.

Problem Solving and Decision-Making: Possesses the ability and willingness to work with people and to solve problems in order to effectively and efficiently complete assigned tasks.

Demonstrates the ability to anticipate potential—and identify existing—problems; uses problem-solving tools to navigate to a practical solution. Seeks to identify and resolve conflict situations, and effectively deals with difficult issues and people. Uses creative thinking, sound judgment, and current information to provide recommendations and solutions. Considers the effects of decisions on stakeholders.

Audit Performance: Performs, reviews, and investigates work to ensure compliance with established policies, procedures, rules, and regulations.

Audits insurance companies. Reviews audit work papers. Collects and analyzes data and may conduct investigations.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Performs analysis to determine insurance companies' compliance with Mississippi insurance laws.
2. Performs audits to determine insurance companies' compliance with Mississippi insurance laws.
3. Communicates regulatory issues.
4. Completes assigned tasks within established timeliness guidelines.
5. Manages and organizes tasks to ensure efficiency.

6. Recommends appropriate regulatory action.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Analyzes financial statements and supplemental filings for solvency and for compliance with Mississippi insurance laws.

Analyzes insurance companies' nonfinancial operations for compliance with Mississippi insurance laws.

Analyzes and interpret contracts, agreements, and transactions according to Mississippi insurance laws.

Analyzes pledged securities for compliance with Mississippi insurance laws.

Communicates regulatory issues with Agency staff, insurance company management, attorneys, consumers, policyholders, and other regulatory authorities.

Represents the Agency at meetings.

Pursues continuing education and current regulatory developments.

Reviews analysis work papers.

Audits insurance companies.

Reviews audit work papers.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.