

EXAMINATION ANNOUNCEMENT

**ASSOCIATE LIFE ACTUARY
DEPARTMENTAL OPEN**



CALIFORNIA STATE DEPARTMENT OF
Insurance

SALARY RANGE \$7,357 - \$9,213

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

How to Apply

FINAL FILING DATE: CONTINUOUS FILING

Send [Application \(form STD 678\)](#) to:
California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
Attention: Selections & Recruitment Unit

***DO NOT SUBMIT APPLICATION (STD. 687) TO THE CALIFORNIA
DEPARTMENT OF HUMAN RESOURCES (CaIHR)***

Application (form STD. 678) will be *CONTINUOUSLY ACCEPTED*. Electronic copies of the application will not be accepted.

If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.

Requirements for Admittance to the Examination

The following patterns may be combined proportionately, when applicable, to meet the overall requirement.

MINIMUM QUALIFICATIONS

Either Pattern I

One year of experience in the California state service performing the duties of a Supervising Actuarial Statistician; **or**

Two years of experience in the California state service performing the duties of a Senior Actuarial Statistician.

Or Pattern II

Experience: Three years of experience in either: (1) a responsible actuarial position in a life or health insurance company; (2) a responsible position as a consulting actuary involving life insurance, life annuities and health or disability insurance; or (3) a comparable actuarial position in another governmental agency. (Experience in the California state civil service applied toward this requirement must be at the level of responsibility provided in the promotional pattern.)

And

Education: Equivalent to graduation from college preferably with a specialization in mathematics, insurance or accounting. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Additional Desirable Qualifications	Possession of an Associateship in the Society of Actuaries.
Position Description	<p>An Associate Life Actuary performs the more responsible, varied and complex technical actuarial work and provides consultative services to management and others. Such duties include participating as an actuarial consultant in the conduct of financial examination of insurers.</p> <p>Positions are located in Los Angeles and San Francisco.</p>
Examination Information	<p style="text-align: center;">EDUCATION AND EXPERIENCE – WEIGHTED 100%</p> <p>This examination will consist of an evaluation of each candidate’s education and experience as indicated on his/her application weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the evaluation process. It is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications.</p>
Examination Scope	<p>In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis will also be on measuring competitively, relative to job demands, each competitor’s:</p> <p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Insurance principles and actuarial science particularly with respect to life, health and disability insurance and the financial structure of various types of life and health insurance companies. <p>Ability to:</p> <ol style="list-style-type: none"> 1. Make complex and extensive actuarial and statistical computations. 2. Appraise accurately from actuarial and statistical data the financial structure of life and health insurance companies examined. 3. Prepare difficult and technical actuarial statistical reports and correspondence. 4. Analyze situations accurately and adopt an effective course of action.
Testing Period	A candidate may be tested only once during any testing period. The testing period for this examination is 12 months.
Eligible List Information	<p>A departmental open eligible list will be established for the California Department of Insurance. Names of successful competitors will be merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established.</p> <p>Career Credits will not be granted in this examination.</p> <p>Effective January 1, 2014 Veterans’ Preference will be awarded to qualifying Veterans who are successful in the examination in the form of Rank placement rather than points. All individuals awarded Veterans’ Preference will be certified in Rank 1 of the eligibility list, regardless of score. All open exams/eligible lists will award Veterans’ Preference, regardless of the classification.</p>

GENERAL INFORMATION

The California Department of Insurance reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For an examination without a written feature, it is the candidate's responsibility to contact the California Department of Insurance, Human Resources Management Division, (916) 492-3254 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at the California Department of Insurance offices, the California Department of Human Resources, local offices of the Employment Development Department, and on the internet at www.jobs.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination. Your performance in this examination will be rated against predetermined rating criteria. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the examination or placement on the employment list.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, are used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Candidates must be in a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment of records and personal history and fingerprinting may be required.

Veterans' Preference: The California Department of Human Resources has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

California Relay (Telephone) Service for the Deaf or Hearing impaired:
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
(916) 492-3300

Updated: 03/09/16

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.
