

CEA



C A R E E R E X E C U T I V E A S S I G N M E N T

An employer offering Equal Employment Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DEPARTMENT: DEPARTMENT OF INSURANCE
POSITION TITLE: DEPUTY COMMISSIONER, FINANCIAL SURVEILLANCE BRANCH, CEA 4
SALARY: \$9,018 - \$9,939
FINAL FILING DATE: JUNE 30, 2011 BY 5:00 PM, CLOSE OF BUSINESS
LOCATION: LOS ANGELES

DUTIES AND RESPONSIBILITIES

Reporting directly to the Chief Deputy Insurance Commissioner, the Deputy Commissioner, Financial Surveillance Branch, CEA 4, provides advice and policy direction to the Insurance Commissioner, Chief Deputy Insurance Commissioner, and the Executive Staff on a wide range of administrative and program policies; provides advice with respect to monitoring company financial status; and approves and oversees insurers seeking to do business in California and actuarial issues. The Deputy Commissioner also directs and oversees departmental mandates to monitor the solvency of insurance companies doing business in California; manages the ongoing surveillance and analysis of insurance companies which have been identified as having any adverse financial conditions; represents the Department at legislative hearings, conferences, and national regulatory meetings; and serves as a member of the Commissioner's Executive Staff, and on the Oversight Board for the Conservation and Liquidation Office. The Deputy Commissioner manages and directs the Financial Surveillance Branch which consists of the Field Examination Division, Financial Analysis Division, Actuarial Office, Premium Tax Audit Bureau, and Troubled Companies Unit located in Sacramento, San Francisco, and Los Angeles.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform highly sensitive administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California state government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's equal opportunity objectives; and a manager's role in the EEO program.
2. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal opportunity objectives.

The above knowledge and abilities are expected to be obtained from extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. (Experience may have been paid or volunteer, in State service, other government settings, or in a private organization.)

DESIRABLE QUALIFICATIONS

1. Demonstrated experience and knowledge of insurance accounting methods including Generally Accepted Accounting Principles, Statutory Accounting Principles, enterprise risk-based analysis, and international accounting practices. The candidate understands financial analysis; is familiar with solvency regulation practices; possesses experience in the methods of conducting financial examinations; and demonstrates a working understand of reinsurance principles and contracts.
2. Demonstrated broad and extensive experience, at the management level, in the application of the principles, practices, and trends in public administration and organizational management.

3. Experience at the management level with the organizational practices of the insurance industry and the Department of Insurance, including the application of the laws, rules, and regulations that govern insurance activities, specifically financial oversight and solvency regulations.
4. Demonstrated experience, at the management level, applying the principles and practices of policy formulation/development, implementation, and administration.
5. Knowledge of the practices and procedures of the National Association of Insurance Commissioners.

GENERAL QUALIFICATIONS

Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Commissioner, Financial Surveillance Branch, CEA 4**, with the **DEPARTMENT OF INSURANCE**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an evaluation of the candidate's application and Statement of Qualifications (SOQ). The minimum and desirable qualifications listed on this bulletin will be used to screen and evaluate the application and SOQ, therefore, it is critical that each applicant include specific information on how his/her background, knowledge, abilities and personal characteristics meet the minimum qualifications and desirable qualifications. The SOQ may also serve as documentation of the candidate's ability to present information clearly and concisely in writing, since this is a critical factor to successful job performance. The SOQ may be the only basis for the candidate's final score and rank on the eligible list. Candidates will be ranked competitively, and each candidate will be notified in writing of his/her examination results.

FILING INFORMATION

Interested applicants must submit the following:

- A completed Standard State Application (Form STD 678)
- A two-page "Statement of Qualifications." The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills to meet the minimum and desirable qualifications in qualifying for the position and should be typed and no more than two pages in length.
- The Statement of Qualifications must indicate your total years of experience (and civil service classifications, if applicable) performing work that demonstrates the need to effectively apply each of the qualifications.
- Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the examination process.

All application materials (Standard State Application, Resume, Statement of Qualifications, and References) must be received by the Department of Insurance Human Resources Management Division **by 5:00 PM, June 30, 2011**.

Application materials personally delivered, received via U.S. Postal Service, or any other delivery service after 5:00 PM on the final filing date will not be accepted. Questions concerning this examination should be directed to Tiffany Chew at (916) 492-3311 or chewt@insurance.ca.gov.

Applications must be submitted by the final filing date to:

Department of Insurance
Human Resources Management Division
300 Capitol Mall, Suite 1300
Sacramento, CA 95814
Attention: Tiffany Chew

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The 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 law and rules and all competitors will be notified.

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

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>