



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE MANAGEMENT AUDITOR

\$4,829 - \$6,350

SPECIAL INVESTIGATIVE UNIT (SIU) COMPLIANCE REVIEW PROGRAM

ENFORCEMENT BRANCH - HEADQUARTERS

SACRAMENTO

9342 Tech Center Drive, Suite 100, Sacramento, CA, 95826

RESPONSIBILITIES:

The SIU Compliance Review Program is seeking an experienced and motivated Associate Management Auditor to fill a permanent fulltime position as an SIU compliance auditor. Under the direction of the Enforcement Branch, Staff Management Auditor, the incumbent will independently conduct confidential performance audits of insurance companies to assess whether they have established, maintained, and operated special investigative units in compliance with California SIU statutes and regulations. The primary objective of the audit is to ensure that insurance companies are identifying, investigating, and referring suspected fraud to the California Department of Insurance accurately and timely as required by California SIU statutes and regulations.

The successful applicant will perform the following duties:

- Assist in developing, revising, and updating audit programs and working papers;
- Analyze the SIU Annual Report required to be submitted by approximately 1,200 insurance companies nationwide;
- Develop audit findings and recommendations fully supported by audit working papers;
- Prepare audit work papers and draft preliminary and final audit reports, including charts and graphs;
- Conduct audit entrance and exit conference meetings to explain the audit purpose, objectives, process, and potential audit issues;
- Provide outreach and education to insurance company management and staff from a SIU compliance audit perspective;
- Special project assignments as needed;
- Travel is required approximately 25 percent (25%) of the time, including overnight travel in California and out-of-state. Modes of travel include airplane, automobile, subway.

[09/29/15 ER]

DO NOT SUBMIT APPLICATIONS TO CaiHR

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.



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

Background check and fingerprinting are required. Free Parking! Close to Light Rail Station!

DESIRABLE QUALIFICATIONS:

- Demonstrated experience in evaluating regulatory compliance;
- Experience conducting complex performance audits with a compliance focus;
- Certified Fraud Examiner credential;
- Excellent written and verbal communication skills;
- Ability to develop good working relationships with the insurance industry, SIU community, and our department Fraud Investigators;
- Ability to create and edit work using computer applications such as Microsoft Word, Excel, Access, and PowerPoint;
- Ability and willingness to travel throughout California and out-of-state;
- Knowledge of the insurance industry;
- Knowledge of insurer Special Investigative Units, and the California Insurance Code and California Code of Regulation sections applicable to SIU requirements;
- Possess a mindset that strives to continuously improve operations, and achieve personal growth and development.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Management Auditor level, those with transfer eligibility, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. **All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.**

All applicants, regardless of the type of eligibility, must provide proof of meeting the Minimum Qualifications of the classification. To view the Minimum Qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

[09/29/15 ER]

DO NOT SUBMIT APPLICATIONS TO CalHR

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.



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

APPLICATION PROCEDURE:

Please **mail** a completed standard [State Application STD 678](#), a Criminal Record Supplemental Questionnaire, and proof of meeting the minimum qualifications of the classification to Liz Reyes, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814.

NOTE: Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (include copy of college degree and/or transcripts if required), **will eliminate** you from being considered for the position.

NOTE: Failure to include a completed Criminal Record Supplemental Questionnaire with your application **may eliminate** you from being considered for the position. The criminal supplemental questionnaire may be accessed through the CalHR jobs Web site: <http://jobs.ca.gov/pdf/crsq.pdf>.

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted.

PLEASE INDICATE “ASSOCIATE MANAGEMENT AUDITOR, PSN # 413-176-4159-xxx” ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered. For additional information, please call Elizabeth Reyes (916) 492-3300.

FINAL FILING DATE: October 14, 2015 by 5:00 p.m. – Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant’s name may be removed from the eligibility list.

NOTE: If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

[09/29/15 ER]

DO NOT SUBMIT APPLICATIONS TO CalHR

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.
