



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **RESEARCH ANALYST II, GENERAL**

**\$4,829 - \$6,048**

**COMMUNITY PROGRAMS AND POLICY INITIATIVES BRANCH**

**STATISTICAL ANALYSIS DIVISION**

**LOS ANGELES**

***This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days.***

### **RESPONSIBILITIES:**

Under the direction of the Division Chief, the Research Analyst II will participate in gathering statistics as part of a data collection study as it relates to a particular insurance need of the Department. Specifically, the incumbent will design, program, test, and implement automated data collection systems, surveys, and special studies; develop support systems such as tracking, editing, and summary level reporting using PC's and commercial software; review and analyze data submitted by insurers or data gathered from other sources, apply mathematical formulas in calculating averages, aggregates, critical ratios, and other statistical and actuarial tests, communicate verbally and in writing with insurers and other data providing sources, assist the Project Manager in providing technical experience to other team members, prepare written reports of findings to management; and perform other related duties as assigned.

### **DESIRABLE QUALIFICATIONS:**

- Bachelor degree in math, statistics, business administration, economics, or other science degrees with adequate math/computer background.
- Good analytical and communication skills.
- Ability to participate in a cooperative team.
- Knowledge of research methods and techniques including planning studies and investigations, statistical procedures, general principles, concepts and terminology used in research.
- Satisfactory completion of insurance related courses.

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Research Analyst II 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***

10/29/15 LH

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### **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.



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***indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification 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 (include copy of college degree and/or transcripts if required) will eliminate you from being considered for the position.

## **APPLICATION PROCEDURE:**

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Lynda Harris, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13<sup>th</sup> Floor, Sacramento, CA 95814. **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.**

**DO NOT EMAIL APPLICATION.** Emailed applications will not be accepted. **PLEASE INDICATE “RESEARCH ANALYST II, PSN # 413-318-5731-004” ON THE STATE APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call Lynda Harris at (916) 492-3300.

**FINAL FILING DATE: November 13, 2015, 2014 by 5:00 p.m. – Close of Business**

**NOTES:** 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.

**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.**

10/29/15 LH

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