

E X A M I N A T I O N A N N O U N C E M E N T

**ACTUARIAL STATISTICIAN
DEPARTMENTAL OPEN
SPOT - LOS ANGELES
SALARY RANGE \$4,600 - \$5,758**



CALIFORNIA DEPARTMENT OF

Insurance

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.

<p>Examination Information</p>	<p style="text-align: center;">QUALIFICATIONS ASSESSMENT – WEIGHTED 100%</p> <p>The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate’s knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the “Minimum Qualifications” will have their Qualifications Assessment rated. In order to obtain a position on the eligible list, candidates must receive a minimum rating of 70% on the examination. SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY. Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.</p>
<p>Continuous Testing</p>	<p>The testing office will accept examination packets (Application and Qualifications Assessment) continuously throughout the year. Although we will be accepting examination packets continuously, the following cut-off dates will be as follows: February 16th, March 16th, April 15th, May 16th, June 16th, July 15th, August 16th, September 16th, October 17th, November 16th and December 16th. This is subject to change based on testing needs. Applications postmarked or personally delivered after the cut-off date will not be processed until the next administration. Applications will be reviewed to ensure the minimum requirements for participation in this examination are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for 9 MONTHS from the established list date.</p>
<p>Examination Scope</p>	<p>In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining will be on measuring competitively, relative to job demands, each competitor’s:</p> <p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Actuarial science. 2. Insurance principles. 3. General accounting and auditing principles. 4. Insurance accounting and uniform accounting systems prescribed for insurance companies. 5. Financial organization and practices of various types of insurance companies. <p>Ability to:</p> <ol style="list-style-type: none"> 1. Gather, organize, summarize, and analyze financial data. 2. Establish and maintain controls over procedures operating within the actuarial division. 3. Apply general actuarial accounting and auditing principles and procedures. 4. Prepare clear, complete, concise reports and correspondence concerning the verification of policy and claim reserves.
<p>Eligible List Information</p>	<p>An open eligible list will be established for the California Department of Insurance. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors’ eligibility will expire 12 MONTHS after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>

Eligible List Information	<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>
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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.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

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.

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

Release Date: 02/02/16
RD/MA

It is an objective of the State of California to achieve a drug-free state work place. 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.
