



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code: 0463

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**CHIEF INSURANCE COMPANY EXAMINER**  
GRADE P

**SCOPE OF WORK:**

Work involves the administration and management of the Insurance Department's Examinations and Company Licensing division.

**DUTIES PERFORMED:**

- Plan, direct, and oversee activities of the Examinations and Company Licensing division.
- Interpret and apply insurance laws and rules relating to the insurance industry; recommend, adopt, and implement new and revised standards ensuring that laws, rules, and policies adopted by the Department conform with the accreditation standards of the National Association of Insurance Commissioners (NAIC) Accreditation program.
- Research, develop, implement, and maintain rules, regulations, guidelines, policies, and procedures for the Examinations and Company Licensing division.
- Recruit and hire staff for the Examinations and Company Licensing division; assign case loads, develop and implement work standards; evaluate performance; and provide staff training and development.
- Direct and monitor staff performing financial examinations and analysis functions of insurance companies; provide leadership and expertise in special examinations or investigations of a highly complex nature related to a troubled insurer.
- Develop, implement, and monitor the division budget.
- Direct the procurement process and draft recommendations for the retention of contract examiners, actuaries, and specialists needed to complete specific areas of examinations.
- Review, evaluate, and approve examination reports, applications of new insurers, and examiner's recommendations relating to financial analysis and special filings; ensure ongoing analysis of insurer's financial condition and solvency is performed in accordance with Department policy and conforming to NAIC standards.
- Review the examination report and present examination findings to insurance companies' executives and boards of directors addressing financial conditions and requirements for eliminating deficiencies, discuss violations and deficiencies that appear in the report; provide guidance in the correction of noted issues.
- Work with other state insurance regulators to coordinate examinations of multiple insurers within a holding company group.
- Direct the scheduling of target examinations of troubled insurance companies; meet with insurance company leadership to explain deficiencies or irregularities; explore

remedies for improvement; develop plans and timetables to alleviate problem situations; monitor the effectiveness of corrective measures; collaborate with legal staff, other regulators and other states; prepare evidence and testify before a state hearing officer and/or courts of law.

- Communicate with insurers, regulators, state and federal agencies, and the general public on matters relating to insurance statutes and the Department's interpretation of the statutes.
- Prepare the Department's annual report to the NAIC Accreditation Committee.
- Communicate with other insurance regulators and NAIC staff; may participate on NAIC committees.
- Evaluate proposed rules and legislation; participate in meetings with other agencies, industry representatives, and the public on insurance-related issues.
- Monitor and research other states' and federal laws and industry trends and events that impact insurance company operations to resolve regulatory issues; revise internal guidelines and procedures as needed.
- Represent the Department or Commissioner on committees and local and national organizations as designated.
- Prepare and present testimony to the legislature for proposed legislation.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
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#### MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in accounting, finance, economics or a closely related field; and five years of professional work experience in conducting insurance-related financial audits or examinations, which must have included three years of supervisory, lead or management responsibility. Requires certification as Certified Financial Examiner (CFE), or Accredited Financial Examiner (AFE) or Certified Public Accountant (CPA). The hiring authority may allow substitution of work experience in accounting and auditing duties that are not insurance-related on a two year for one year basis.

Eff. Date: 8/84

Rev: 1/97 – Updated format, reviewed grade level.

Rev: 7/06 – Updated scope of work, duties, min quals; factoring, and grade level.

Rev: 4/17 – Reinstated class per agency request. Updated scope of work, duties performed and minimum qualifications.

Rev: 7/17 – Factor evaluation and paygrade