



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code: 0464

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**DIVISION DIRECTOR, INSURANCE DEPARTMENT**

GRADE O

**SCOPE OF WORK:**

Work involves the administration of a division within the Insurance Department. Divisions include: Property and Casualty Consumer Protection, Agent Licensing and Investigation, Special Funds – State Insurance Programs, and Examinations & Company Licensing.

**DUTIES PERFORMED:**

- Plan, direct, and oversee activities of the division.
- Research, develop, implement, and maintain rules, regulations, guidelines, policies, and procedures for programs.
- Determine goals and objectives of programs and functional units.
- Complete investigations or examinations of complex or disputed issues.
- Ensure maintenance of appropriate files and records.
- Prepare reports as necessary.
- Interview and select staff; assign case loads as appropriate; develop and implement work standards; evaluate performance, and provide staff training and development.
- Interpret and apply federal and state laws, rules, and regulations relating to the insurance industry.
- Provide guidance and technical assistance to staff, state and federal agencies, the insurance industry, and the general public in matters relating to specific programs, policies, and processes of the division.
- Plan and conduct presentations, meetings, workshops, and public announcements to staff, consumers, and the general public.
- Represent the department or commissioner on committees and local and national organizations as designated.
- Develop, implement, and monitor division budget.
- Monitor industry trends and events for application to issues.
- May prepare and present testimony to legislature.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree and five years of insurance industry or related regulatory program work experience. The appointing authority may designate specific education, work experience, or credential requirements related to the position to be filled at the time of recruitment.

Eff. Date: 03/07 – Replaces classes 0463, 0469, 0473, and 0475.

Rev: 07/12 – Conversion to Hay System