



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code: 0468

SUPERVISING INSURANCE COMPANY EXAMINER

GRADE N

SCOPE OF WORK:

Work involves providing supervision and leadership of the Department's examination program to determine the financial condition and adherence to applicable laws and regulations of licensed insurance companies, including large, multi-state insurers.

DUTIES PERFORMED:

- Supervise the examinations of domestic insurance companies; provide leadership and technical guidance to staff examiners and contract examiners; ensure risk-focused standards are followed.
- Review examination files and draft reports; review on-going financial analysis files of domestic insurance companies.
- Train, supervise, and evaluate the performance of examiners; assess examination staffing needs and make examiner assignments; establish priorities and schedule examinations; coordinate joint examination activities with other state regulators; monitor time budgets and reports.
- Interpret and apply North Dakota insurance laws and rules; identify significant compliance or operational problems with regulated entities and recommend a course of action; identify and communicate material adverse findings to Chief Examiner, Commissioner, and other state regulators.
- Review complicated or significant holding company transactions; analyze complex financial, investment, and reinsurance transactions; review proposed acquisitions of domestic insurers.
- Conduct conferences; consult on unique corporate problems, procedures, and statutory provisions; may testify before a state hearing officer and/or in courts of law.
- May conduct special examinations or investigations of a highly complex nature or requiring a high degree of technical knowledge or related to a troubled insurer; supervise or conduct the examination of proposed domestic insurance companies (newly chartered or re-domesticated).
- Modify or implement programs to ensure that the Department will maintain accreditation with the National Association of Insurance Commissioners (NAIC) Accreditation Program; evaluate the effectiveness and adequacy of procedures and devise methods for improving field examining techniques.

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 with a major in accounting finance, economics or related field, and four years of professional work experience in conducting financial audits or examinations, which must have included supervisory, lead or management responsibility, and designation of Certified Financial Examiner (CFE) or Accredited Financial Examiner (AFE) or Certified Public Accountant (CPA).

Incumbent will be required to acquire a CFE designation within an established period from initial employment.

Eff.Date: 01/97

Rev: 06/06 – Updated scope, min quals, duties, and factoring.

Rev: 02/10 – Updated title, duties, minimum qualifications, and *assigned a paygrade exception

Rev: 07/12 – Conversion to Hay System; Removed Pay Grade Exception

Rev: 07/17 – Updated title, duties, factor evaluation and paygrade.