Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Insurance Examiner Series

Classes in the Series

Class Code	Class Title
00444	Insurance Examiner 1
00445	Insurance Examiner 2
00447	Insurance Examiner 3
00448	Insurance Examiner 4
00446	Insurance Examiner 5

Series Concept

The primary responsibility of positions classified in this series is to conduct financial and market conduct analysis, examinations, investigations, and enforcement of entities subject to the oversight of the Commissioner of Insurance for compliance with state laws and regulations.

Exclusions

Classes where incumbents are expected to perform oversight of entities not subject to the oversight of the Commissioner of Insurance (e.g., Bank Examiners, Credit Union Examiners, State Auditors, Revenue Auditors, Field Auditors, etc.).

Class Distinctions

Insurance Examiner 1

This is the trainee level class in the series. At this level, employees learn to perform professional oversight of entities engaged in the business of insurance. Employees generally have little or no experience in the regulatory oversight of the insurance industry. Employees are familiar with basic concepts, but must learn the exact procedures to follow. Employees may be required to work at the site of the entity under review.

Insurance Examiner 2

This is the journey-level class in the series. Under the direction of an Insurance Examiner 3, Deputy Administrator, or Administrator, employees assist in the performance of examinations of insurance companies, which include assessing the risks of insurance companies and applying appropriate examination procedures as described in the Financial and Market Conduct Examiners Handbooks. Or, employees conduct analyses of quarterly financial statements, miscellaneous filings and market conduct annual statement for insurance companies.

Insurance Examiner 3

Employees perform professional work at the senior level. They may report to the examiner-in-charge and perform assigned tasks under minimal direction. Employees make decisions on routine matters and propose solutions to non-routine matters. Employees may focus on an area of technical expertise (e.g., insurance holding companies, reinsurance, investments, information systems, loss reserves, rating/pricing of insurance products, enterprise risk management, and long-term care/senior health insurance policies, legal oversight/interpretation).

Employees in this class may serve as "examiner-in-charge" for less complex entities and be responsible for the examination report, coordination/direction of other examiners in the examination of domestic insurers, and for completing an affidavit of participation for less complex entities. Employees may perform complex first level analysis or second or third level analysis.

Insurance Examiner 4

Employees perform professional level work at the advanced senior level. They usually serve as an examiner-in-charge, second or third level analyst, or as an expert/specialist in a specific area of oversight (e.g., insurance holding companies, reinsurance, investments, information systems, loss reserves, rating/pricing of insurance products, cash flow testing, enterprise risk management, and long-term care/senior health insurance policies, legal oversight/interpretation, model validation). Employees train and advise staff in examinations, consumer affairs, and/or enforcement, and provide technical advice to the Insurance Examination Deputy Commissioner, Chief Examiner, or Assistant Chief Examiners on issues in their area of expertise or related to assignments they where they serve as an Examiner-in-Charge or second or third level analyst.

Insurance Examiner 5

Employees function as oversight managers with responsibility for the direct management and performance of assigned duties (e.g. examinations or analysis) or may serve as a technical expert of very complex areas (e.g., insurance holding companies, reinsurance, investments, information systems, loss reserves, rating/pricing of insurance products, cash flow testing, enterprise risk management, and long-term care/senior health insurance policies, legal oversight/interpretation, model validation). They may also serve as an examiner-in-charge, second or third level analyst for the most complex entities. Employees train and advise staff in examinations, consumer affairs, and/or enforcement, and provide technical advice to the Insurance Examination Deputy Commissioner, Chief Examiner, or Assistant Chief Examiners on issues in their area of expertise or related to assignments where they serve as the manager, examiner-in-charge, or third level analyst. They oversee multiple engagements simultaneously, and are responsible for planning and organizing work, assigning and delegating responsibilities, integrating and maximizing work resources, and maintaining and improving quality, work methods, and procedures. Employees are also responsible for researching and resolving unusual accounting, legal, reserving problems and responding to inquiries from entities subject to the supervision of the Commissioner and from the public.

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