

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

Insurance Company Examiner Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
00444	Insurance Company Examiner
00445	Insurance Company Examiner, Senior
00447	Insurance Company Examiner Specialist

Series Concept

The primary responsibility of positions classified in this series is to conduct financial and market conduct analysis and/or examinations of insurance companies licensed in Iowa for compliance with state laws and regulations.

Exclusions

Classes where incumbents are expected to perform financial audits in areas other than insurance companies - i.e., Bank Examiners, Credit Union Examiners, Revenue Auditors, Field Auditors, etc.

Class Distinctions

Insurance Company Examiner

This is the trainee level class in the series. At this level, employees learn to audit accounts and perform analyses of insurance companies.

Insurance Company Examiner, Senior

This is the full performance journey level class in the series. Under the direction of an Insurance Company Examiner Specialist or 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 Company Examiner Specialist

This is the specialist level class in the series. Employees serve as an expert/specialist in a specific area of insurance company examination (e.g., reinsurance, investments, information systems, loss reserves, enterprise risk management and long-term care/senior health insurance policies). Employees train and advise staff in examinations, consumer affairs and/or enforcement, and provide technical advice to the Insurance Company Examination Deputy Administrator(s) and Administrator on issues in their area of expertise.

Employees may serve as “examiner-in-charge” 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.

Effective date: 09/11 BR