

State of Alabama
Personnel Department
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www.personnel.alabama.gov

Continuous Announcement

INSURANCE EXAMINER II – 11232

Financial Examiner Option – 463

Market Conduct Option – 329

Salary: \$41,258.40 - \$69,098.40
Announcement Date: July 16, 2003
Revised Date: November 5, 2008

JOB INFORMATION

The Insurance Examiner II is a permanent full-time position with the Department of Insurance. Positions are located throughout the state. This is responsible accounting and auditing work of a specialized nature in making financial and compliance examinations of insurance companies operating within the state.

MINIMUM REQUIREMENTS

- A Bachelor's degree from an accredited* college or university in Business Administration, Accounting, Finance, Information Systems, Actuarial Science, Economics or other related fields
- Two years of experience examining or analyzing the operation and financial condition of insurance companies or other related entities for a State Insurance Department (Financial Examiner Option), **OR**, two years of experience examining or analyzing the market conduct activities of insurance companies or other related entities for a State Insurance Department (Market Conduct Option)

NOTES

- Applicants must submit a separate application for each option and indicate the option for which they are applying.
- Two years of experience performing audits, auditing, accounting, or actuarial functions in a CPA firm, insurance company, or related entity will substitute for each year of the required experience for the **Financial Examiner Option**.
- Two years of experience performing market conduct examinations/investigations, market conduct auditing, adjusting claims, underwriting, agency operations, or actuarial functions in a CPA firm, insurance company, or related entity will substitute for each of the required experience for the **Market Conduct Option**.

BENEFITS

- Low-Cost Health/Dental Insurance (Single Coverage)
- Accrue Thirteen Annual Leave Days per Year
- Thirteen Paid Holidays per Year
- Flexible Employee Benefit Plans
- Optional Family Coverage (Health/Dental)
- Accrue Thirteen Sick Days per Year
- Retirement Plan
- Optional Deferred Compensation Plans

EXAMINATION

- **Open-Competitive** to all applicants
- Evaluation of **Training and Experience** as shown on application

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply on-line, by mail, or by fax. *Applications will be accepted until further notice.*

Individuals currently on the register DO NOT need to reapply to remain eligible for employment.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Revised

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

State of Alabama Personnel Department Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.