INSURANCE EXAMINER, SPECIALIST – 11232
Financial Examiner Option – 463   Market Conduct Option – 329

Salary: $47,805.60 - $76,365.60
Announcement Date: July 16, 2003
Revised Date: October 2, 2019

JOB INFORMATION

The Insurance Examiner, Specialist 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 year of the required experience for the **Market Conduct Option**.

EXAMINATION

• **Open-Competitive** to all applicants
• Evaluation of **Training and Experience** as shown on application will comprise 100% of the final score for the open-competitive register.

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.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

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.

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 be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

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

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1.   Specific college coursework required for a job classification, as well as bachelor's, graduate, post graduate, and doctoral degrees will be accepted from schools accredited by the Distance Education Accrediting Commission (DEAC) or any of the six regional accreditation associations in the United States listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2.   Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may 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.

*The term "regionally accredited school" refers to an institution of higher education accredited by one of the six regional accreditation associations listed above.