



## State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE

ADMINISTRATION

PO Box 325

TRENTON, NJ 08625-0325

PHIL MURPHY  
Governor

JUSTIN ZIMMERMAN  
Acting Commissioner

TAHESHA L. WAY  
Lt. Governor

TEL (609) 292-7272  
FAX (609) 599-6803

ILA BHATNAGAR  
Assistant Commissioner

The New Jersey Department of Banking & Insurance invites qualified candidates to apply for the following position:

POSTING NUMBER	2024-BIA-004	OPENING DATE	February 29, 2024	CLOSING DATE	March 14, 2024
TITLE & TITLE CODE IF APPLICABLE	Title: Manager 1 Insurance Specialized Credentials Title Code: 61609C				
UNIT & LOCATION	Office of Solvency Regulation - Examinations Mary Roebling Building 20 W. State Street Trenton, New Jersey	TITLE RANGE &  SALARY RANGE	&32  \$99,463.05 - \$142,156.08		
		STARTING SALARY	TBD per NJAC per current salary step		
OPEN TO	General Public				
TITLE DESCRIPTION	A position in this category typically functions as a manager of an organizational unit(s); responsibilities include planning, developing and organizing assigned work programs; analyzing, interpreting and providing guidance relating to applicable rules, laws, statutes, and regulations; overseeing investigative activities; providing technical advice to peers, management and subordinates; and conferring with Department management at policy making levels.  Under the supervision of a Manager 2, Insurance or other supervisory official within the Department of Banking and Insurance, plans, develops, directs, and organizes a unit or division of the insurance program including one component of the insurance program such as Life, Health, Affordable Care Act, Auto, Homeowners, Investigations, Market Regulation, Market Analysis, Licensing, Reinsurance, Surplus Lines, Examinations, Financial Solvency, Industry Emergency Preparedness, Regulation, Managed Care, Individual Health Care/Small Employer Health, Financial Analysis, Special Markets/Programs.				
EDUCATIONAL REQUIREMENTS	Graduation from an accredited college or university with a bachelor's degree.  <b>A TRUE AND ACCURATE COPY OF A TRANSCRIPT EVIDENCING ACHIEVEMENT OF BACHELORS DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY MUST BE INCLUDED WITH YOUR APPLICATION; IF THE TRANSCRIPT IS NOT SUBMITTED ALONG WITH YOUR APPLICATION, YOUR APPLICATION MAY NOT BE CONSIDERED.</b>  Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				

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<b>EXPERIENCE REQUIREMENTS</b>	<p>Five (5) years of professional experience in claims investigation; reviewing financial records, investigating complaints or underwriting work; analysis and review of rating systems and policy forms used by insurance companies and rating organizations; the valuation and certification of reserves; development and implementation of real estate and/or insurance practices, policies and procedures; or insurance auditing and examination, two (2) years of which shall have been in a supervisory capacity.</p> <p>The candidate's preferred skill sets would include experience in financial examinations includes investigating and analyzing insurance company risks, policies, procedures and controls to assess and monitor the current financial condition and prospective financial solvency of insurance companies</p>
<b>LICENSE REQUIREMENTS</b>	<p><b>Applicants must possess any one of the following certifications or other credentials.</b></p> <p>Life Office Management Association (LOMA), Member of the Society of Actuaries, Member of the American Academy of Actuaries, a Master's degree in Public Administration, Business Administration or Accounting, a professional designation of Juris Doctor (JD) or Certified Public Accountant (CPA), completion of the Chartered Property Casualty Underwriters (CPCU) program, the Chartered Life Underwriter (CLU) Program, Certified Insurance Examiner (CIE), Certified Financial Examiner (CFE) or Accredited Financial Examiner (AFE), Fellow, Life Management Institute, or any of the following National Association of Insurance Commissioners (NAIC) designations: Associate Professional in Insurance Regulation (APIR), Professional in Insurance Regulation (PIR), Senior Professional in Insurance Regulation (SPIR), Investment Professional in Insurance Regulation (IPIR); or any of the Insurance Regulatory Examiners Society (IRES) Designations: Accredited Insurance Examiner (AIE®), Certified &amp; Certified Insurance Examiner (CIE®), Certified Insurance Consumer Service Representative (CICSR®), Market Conduct Management (MCM®), Advanced Market Conduct Management (AMCM®).</p> <p>Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>

<b>RESIDENCY REQUIREMENTS</b>	<p>The "New Jersey First Act," <a href="#"><u>N.J.S.A. 52:14-7 (L. 2011, Chapter 70)</u></a> effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new or prospective employees should be aware of the following:</p> <p>Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.</p>
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<p><b>GENERAL INFORMATION</b></p>	<p><u><b>Medical Accommodation Requests:</b></u> The New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities upon request in accordance with the law. If you need a reasonable accommodation for any part of the application, interview, and/or hiring process, please contact the Department's ADA/Medical Accommodations Coordinator, Lisa Clapp, at <a href="mailto:lisa.clapp@dobi.nj.gov">lisa.clapp@dobi.nj.gov</a> or (609) 940-7337, for assistance.</p> <p><u><b>Telework:</b></u> This position may be eligible to participate in the Department's pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department's Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.</p> <p><u><b>Benefits:</b></u> For questions regarding health insurance and other job-related benefits, please direct inquiries to the Department's Human Resources Office at the email address provided below.</p> <p><u><b>Hours of Work:</b></u> The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No-Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.</p> <p><u><b>State as a Model Employer ("SAME") Applicants:</b></u> If you are applying for this position under the State of New Jersey's SAME Program, please note that your supporting documents (i.e. Schedule A or B Letter), must be submitted along with your Resume, by the closing date indicated above. For information on the SAME Program, please visit the New Jersey Civil Service Commission's ("CSC") website at: <a href="https://nj.gov/csc/same/overview/index.shtml">Civil Service Commission   Overview (https://nj.gov/csc/same/overview/index.shtml)</a>, and for any questions regarding the SAME program, please contact CSC by email: <a href="mailto:CSC-Same@csc.nj.gov">CSC-Same@csc.nj.gov</a>, or by phone at: 609-292-4144, "option 3".</p>
<p><b>APPLICATION INSTRUCTIONS</b></p>	
<p><b>Applicants must submit a Letter of Interest, Resume, transcript(s) if specified above, and three (3) professional references of your current or former supervisors/ managers- please only provide references for those to whom you have reported in the workplace and who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All application documents must be submitted by the Closing Date specified above to the Department of Banking and Insurance's Human Resources Office at <a href="mailto:human.resources@dobi.nj.gov">human.resources@dobi.nj.gov</a>, with your last name and the BIA Posting Number above included in the subject line of your email. Thank you.</b></p>	

The New Jersey Department of Banking & Insurance is an Equal Employment Opportunity Employer.