



# State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE  
ADMINISTRATION  
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Governor

JUSTIN ZIMMERMAN  
Commissioner

TAHESHA L. WAY  
Lt. Governor

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ILA BHATNAGAR  
Assistant Commissioner

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

<b>POSTING NUMBER</b>	2024-BIA-029 Repost				
<b>TITLE &amp; TITLE CODE IF APPLICABLE</b>	Title: Manager 1 Insurance Title Code: 61609	<b>OPENING DATE</b>	January 17, 2025	<b>CLOSING DATE</b>	Until filled
<b>UNIT &amp; LOCATION</b>	Office of Property & Casualty Mary Roebling Building 20 W. State Street Trenton, New Jersey	<b>TITLE RANGE &amp; SALARY RANGE</b>	&32 \$102,944.26 - \$147,131.56		
		<b>STARTING SALARY</b>	TBD per NJAC per current salary step		
<b>OPEN TO</b>	<ul style="list-style-type: none"> <li>Open to Current State employees</li> <li>General Public</li> </ul>				
<b>TITLE DESCRIPTION</b>	Under the supervision of the Assistant Commissioner of the Office of Property and Casualty, a Manager 2, Insurance or other supervisory official within the Department of Banking and Insurance, this position directs a major sub element of the Division of Insurance, Office of Property and Casualty, including review of rates, rules and forms for property and casualty companies. In addition to management over a unit, responsibilities include planning, developing and organizing assigned work programs; analyzing, interpreting and providing guidance relating to applicable laws, rules, statutes and regulations; overseeing investigative activities; providing technical advice to peers, management and subordinates; and conferring with Department management at policy-making levels.				
<b>EXPERIENCE REQUIREMENTS</b>	<p>Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.</p> <p>Nine (9) years of professional experience in at least three (3) of the following elements: 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>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.</p> <p>Duties Specific to the Position:</p> <p>Supervise Insurance Analysts, including:</p> <ul style="list-style-type: none"> <li>Ensure effective and timely review and processing of rate/rule/form filings for property and casualty insurance in compliance with applicable NJ insurance laws and regulations</li> <li>Provide direction to analysts in the review of filings</li> <li>Review filing recommendations and reports</li> <li>Provide time frames and expectations on filings and ensure compliance with same</li> </ul>				

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	<ul style="list-style-type: none"> <li>• Ensure compliance with established procedures</li> <li>• Develop/revise procedures as needed and provide instructions as applicable</li> <li>• Provide training and education</li> <li>• Provide performance feedback, including PARs</li> </ul> <p>Review Filings</p> <ul style="list-style-type: none"> <li>• Review complicated rate/rule/form filings as needed</li> <li>• Prepare recommendations and reports</li> </ul> <p>Other/General</p> <ul style="list-style-type: none"> <li>• Maintain working knowledge of insurance laws, regulations, bulletins and related material</li> <li>• Review drafts of proposed regulations and statutes, helping to identify problem areas and interpreting how the laws and regulations will apply to the work of the Department</li> <li>• Respond to inquiries and complaints</li> <li>• Communicate with representatives of insurance companies and trade organizations regarding Department policies and procedures</li> <li>• Prepare and/or review various statistical and market reports</li> <li>• Participate on and monitor relevant NAIC committees and working groups</li> <li>• Participate on and monitor various industry boards/committees</li> </ul>
<p><b>LICENSE REQUIREMENTS</b></p>	<p><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></p> <p>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</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>

<p><b>RESIDENCY REQUIREMENTS</b></p>	<p>The "New Jersey First Act," <a href="#">N.J.S.A. 52:14-7 (L. 2011, Chapter 70)</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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**GENERAL  
INFORMATION**

**Medical Accommodation Requests:** 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 [lisa.clapp@dobi.nj.gov](mailto:lisa.clapp@dobi.nj.gov) or (609) 940-7337, for assistance.

**Telework:** 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.

**Benefits:** 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.

**Hours of Work:** 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.

**State as a Model Employer ("SAME") Applicants:** 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: [Civil Service Commission | Overview \(https://nj.gov/csc/same/overview/index.shtml\)](https://nj.gov/csc/same/overview/index.shtml), and for any questions regarding the SAME program, please contact CSC by email: [CSC-Same@csc.nj.gov](mailto:CSC-Same@csc.nj.gov), or by phone at: 609-292-4144, "option 3".

**APPLICATION INSTRUCTIONS**

**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 [Recruitment\\_Hiring@dobi.nj.gov](mailto:Recruitment_Hiring@dobi.nj.gov), with your last name and the BIA Posting Number above included in the subject line of your email. Thank you.**

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