



State of New Jersey
DEPARTMENT OF BANKING AND INSURANCE
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TRENTON, NJ 08625-0325

PHIL MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

TEL (609) 292-7272

JUSTIN ZIMMERMAN
Acting Commissioner

NOTICE OF VACANCY

STATEWIDE - PUBLIC

POSTING NO.: BIA-2023 - 074

OPENING DATE: October 26, 2023

TITLE: Assistant Insurance Commissioner
(Unclassified – N.J.S.A. 11:4-4U)
Functioning as Assistant Commissioner of the Office of Property and Casualty

CLOSING DATE: November 9, 2023

DIVISION: Insurance

LOCATION: Trenton, NJ

UNIT: Office of Property and Casualty

RANGE: M98

SALARY: \$140,000

OPEN TO: Candidates who meet the requirements specified below, subject to current promotional and hiring restrictions.

DEFINITION

Under the direction of the Director of Insurance or other appropriate level manager, provides executive guidance and direction, and establishes policy regarding the operation of one of the major operating Units within the Division of Insurance, the Office of Property and Casualty; organize, supervise and manage the Office of Property & Casualty in the Division of Insurance, in consultation with the Insurance Division Director, in accordance with applicable laws and the mission and goals of the Department.

The Assistant Insurance Commissioner is an integral member of the management team with the responsibilities of overseeing the preparation and monitoring of the budget and other administrative functions of the Office; has responsibility for employee evaluations and effectively recommending personnel actions for prospective and current employees in the Office of Property and Casualty; ensuring filings are reviewed in accordance with regulatory requirements and applicable timeframes; formulating and implementing procedural guidelines to implement policies of the Office of Property and Casualty; preparing and overseeing the preparation of clear, technically sound, accurate and informative market, statistical, financial, and other reports containing findings, conclusions, and recommendations; directing the establishment and maintenance of essential records, reports and files; reviewing responses to inquiries and complaints; communicating with industry representatives and the public, representing the Department with industry boards and committees; evaluating and proposing statutory and regulatory changes; serving as a subject matter expert to in the Insurance Division, participating in special projects, as needed, and other related work as required.

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REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. Majors or course work in business administration, mathematics, statistics, and/or actuarial science preferred.

EXPERIENCE: Eight years of administrative experience in insurance programs; four years of which shall have included managerial experience.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.

LICENSE: 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.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, *N.J.S.A. 52:14-7 (L. 2011, Chapter 70)*, effective September 1, 2011, newly hired State government employees must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements are subject to removal from employment.

Interested applicants should submit a letter of interest, transcripts, resume and three (3) professional references of your current or former supervisors or managers- please only provide references for those to whom you have reported in the workplace and those who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All documents should be submitted in by November 9, 2023 to: human.resources@dobi.nj.gov. Please include posting # BIA number in the subject line of the email.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission website at: <http://www.state.nj.us/csc/seekers/about/steps/step2.html>.