



State of New Jersey

Department of Banking and Insurance

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
MARLENE CARIDE
Commissioner

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

POSTING NUMBER		BIA-2023-047		ISSUE DATE	May 30, 2023	CLOSING DATE	June 13, 2023
TITLE		Insurance Analyst Trainee					
LOCATION & UNIT		Life & Health, Health Bureau 20 W State Street Trenton, New Jersey		RANGE	P95		
				SALARY	\$50,737.29- \$53,050.20		
OPEN TO	Candidates who meet the requirements specified below, subject to current promotional and hiring restrictions.						
GENERAL DECIPTION	Under the direction of a supervisor in the Department of Banking and Insurance, as trainee and productive worker, when assigned to insurance analysis, learns to perform routine analytical work in connection with the evaluation of reserve liabilities of domestic life insurance companies, the financial analysis of licensed insurers, the review of routine rate and form filings, policy forms and contracts submitted by insurance companies and rating organizations, or, when assigned to market regulation, learns to review, analyze, and monitor the business practices, records, and files of insurers and other entities regulated by the department; does other related duties as required.						
REQUIREMENTS							
EDUCATION	Graduation from an accredited college or university with a bachelor's degree including or supplemented by twelve (12) semester hour credits in mathematics, statistics and/or actuarial science.						
EXPERIENCE							
NOTE	Appointees who successfully complete the twelve (12) month training period and acquire the certifications required at the journeyman level will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Insurance Analyst 4, Rating; Insurance Analyst 4, Life & Health; or Market Regulation Specialist 1 P19, \$53,050.20-\$74,905.98.						
NOTE FOR FOREIGN DEGREES	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.						
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.						
IMPORTANT NOTICE							
RESIDENCY	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.						
NOTE(S)	<p>New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the Department's ADA Coordinator, Lisa Clapp, at lisa.clapp@dobi.nj.gov or (609) 940-7337. Determinations on requests for reasonable accommodations will be made on a case-by-case basis."</p> <p><u>*Telework:</u> This position may be eligible to participate in the Department's pilot "<u>Telework Program</u>", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.</p> <p><u>SAME Applicants:</u> If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: https://nj.gov/csc/same/overview/index.shtml , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.</p>						
	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 June 13, 2023 to: human.resources@dobi.nj.gov . Please include posting # BIA-2023-047 in the subject line of the email.						

FILING INSTRUCTIONS

Forward a cover letter and resume electronically to: human.resources@dobi.nj.gov
You **must** include the Job **Posting #**, and **Last Name** in the subject line of your email. Example: (123-22, Smith)

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