



## State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE  
OFFICE OF HUMAN RESOURCES

PHIL MURPHY  
Governor

TAHESHA WAY  
Lt. Governor

TEL (609) 940-7690  
FAX (609) 599-6803

JUSTIN ZIMMERMAN  
Acting Commissioner

# NOTICE OF VACANCY

## STATEWIDE – PUBLIC - REPOST

**POSTING NO.:** BIA-2023-004

**OPENING DATE:** September 20, 2023

**TITLE:** Deputy Executive Director  
Functioning as  
Deputy Assistant Commissioner  
(Unclassified – N.J.S.A. 11A:3-4(1))

**CLOSING DATE:** October 13, 2023

**DIVISION:** Insurance

**LOCATION:** Trenton, NJ

**UNIT:** Office of Solvency Regulations

**RANGE:** M98

**SALARY:** \$135,000.00

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

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### DEFINITION

The Department of Banking and Insurance seeks a qualified candidate to serve as Deputy Assistant Commissioner for the Office of Solvency Regulation in the Division of Insurance. This position provides leadership in the monitoring of the financial condition and solvency of all domestic and foreign insurers, reinsurers, and other related entities (collectively as "insurers") doing business in the State of New Jersey. This position is also responsible for overseeing the vetting of all insurer applications to form a domestic insurer in this State or to seek admission to transact insurance business by foreign insurers.

The Deputy Assistant Commissioner is an integral member of the management team within the Office of Solvency Regulation and will regularly interact with senior management of insurers as well as play an important role in the Department's activities with the National Association of Insurance Commissioners and other industry groups. The Deputy Assistant Commissioner, reporting to the Assistant Commissioner of Solvency Regulation, will provide direct leadership and management over managerial, supervisory, and staff level employees, as well as over various functions in the Office of Solvency Regulation, including:

- Analysis
- Examinations
- Admissions, Change in Control & Liquidations
- Surplus Lines and Other Entities
- Other Specialized Areas

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## **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree. Candidates possessing a Certified Public Accountant (CPA), JD, and/or an advanced financial related degree will be strongly considered.

**NOTE(S):** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience. **EXPERIENCE:** Six (6) years of managerial experience in public administration and/or relevant financial and/or regulatory experience in the insurance industry; five years or more of which shall have included managerial experience. Familiarity with insurance regulation and New Jersey Insurance Law.

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](mailto:lisa.clapp@dobi.nj.gov) or (609) 940-7337. Determinations on requests for reasonable accommodations will be made on a case-by-case basis."

**\*Telework:** This position may be eligible to participate in the Department's pilot "Telework Program", 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.

**\* SAME Applicants:** 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](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**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.

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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 by the closing date October 13, 2023, to: [human.resources@dobi.nj.gov](mailto:human.resources@dobi.nj.gov). Please include "Posting #BIA-2023-004" in the subject line of your 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>.