



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE
OFFICE OF HUMAN RESOURCES

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Governor

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Commissioner

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Lt. Governor

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NOTICE OF VACANCY
STATE-WIDE - PUBLIC

POSTING NO.: BIA-2022-158
TITLE: Insurance Analyst Trainee
DIVISION: Insurance
UNIT: Market Conduct Analysis
LOCATION: Trenton, NJ
OPEN TO: Candidates who meet the requirements specified below, subject to current promotional and hiring restrictions.

DEFINITION

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. Job duties may include review and analysis of claims and underwriting data as well as conducting examinations to check for compliance with New Jersey status and regulations.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree including six (6) credits in math at least three (3) of which are in statistics.

NOTE: Positions in this title will be assigned to one of the career tracks identified below and will advance to the corresponding journey level title upon the successful completion of the trainee period.

- Track 1 - Insurance Analyst
Track 2 - Market Regulation Specialist

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, educational transcript(s) evidencing the required credit hours listed above and/or completion of schooling and degrees attained, 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 format by February 25, 2023 to: human.resources@dobi.nj.gov. Please include posting # BIA-2022-158 in the subject line of the email.

The 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."

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>