



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE
ADMINISTRATION
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Governor

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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:

POSTING NUMBER	2024-BIA-031		OPENING DATE	July 31, 2024	CLOSING DATE	August 14, 2024
TITLE & TITLE CODE IF APPLICABLE	Title: Insurance Analyst Trainee Title Code: 55270					
UNIT & LOCATION	Office of Property and Casualty Mary Roebling Building 20 W. State Street Trenton, New Jersey	TITLE RANGE & SALARY RANGE	P95 \$54,351.06- \$56,828.70			
		STARTING SALARY	\$54,351.06			
OPEN TO	General Public					
TITLE DESCRIPTION	Under the close supervision of an Insurance Analyst 1 Rating, Insurance Analyst 1, Life & Health, a Market Regulation Specialist 4, or other supervisory official 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 valuation 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.					
EDUCATIONAL REQUIREMENTS	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. 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. 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.					
EXPERIENCE REQUIREMENTS	N/A					
LICENSE REQUIREMENTS	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.					

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<p>RESIDENCY REQUIREMENTS</p>	<p>The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70) 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>
<p>GENERAL INFORMATION</p>	<p><u>Medical Accommodation Requests:</u> 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 or (609) 940-7337, for assistance.</p> <p><u>Telework:</u> 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.</p> <p><u>Benefits:</u> 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.</p> <p><u>Hours of Work:</u> 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.</p> <p><u>State as a Model Employer ("SAME") Applicants:</u> 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), and for any questions regarding the SAME program, please contact CSC by email: CSC-Same@csc.nj.gov, or by phone at: 609-292-4144, "option 3".</p>
<p align="center">APPLICATION INSTRUCTIONS</p>	
<p>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 human.resources@dobi.nj.gov, with your last name and the BIA Posting Number above included in the subject line of your email. Thank you.</p>	

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