



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE
ADMINISTRATION
PO Box 325
TRENTON, NJ 08625-0325

PHIL MURPHY
Governor

JUSTIN ZIMMERMAN
Acting Commissioner

TAHESHA L. WAY
Lt. Governor

TEL (609) 292-7272
FAX (609) 599-6803

ILA BHATNAGAR
Assistant Commissioner

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

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| POSTING NUMBER | 2024-BIA-020 | OPENING DATE | September 5, 2024 | CLOSING DATE | October 4, 2024 |
| TITLE & TITLE CODE IF APPLICABLE | Title: Insurance Examiner Trainee Title Code: 55081 | | | | |
| UNIT & LOCATION | Office of Solvency Regulations Mary Roebling Building 20 W. State Street Trenton, New Jersey | TITLE RANGE & SALARY RANGE | P95 \$56,828.70 - \$59,430.08 | | |
| | | STARTING SALARY | \$56,828.70 | | |
| OPEN TO | General Public. Spring 2024 graduates (meeting the requirements) are welcome to apply. | | | | |
| TITLE DESCRIPTION | <p>Under the close supervision of a Supervising Insurance Examiner, Insurance Examiner 1 or other supervisory official in the Department of Banking and Insurance, as a trainee and productive worker, receives on-the-job training in reviewing, auditing, and/or the examination and verification of accounts and records of insurance companies regulated by the Department; may be assigned to either field or central office locations as required; does other related duties as required.</p> <p>Insurance examiners in the Office of Solvency Regulation conduct financial analysis and financial examinations of insurance companies authorized to do business in the State of New Jersey. Financial analysis includes the review of annual and quarterly insurer financial statements and all related supplemental regulatory filings to assess and monitor the current financial condition and prospective financial solvency of insurance companies. Financial examination includes investigating and analyzing insurance company risks, policies, procedures, and controls to assess and monitor the current financial condition and prospective financial solvency of insurance companies.</p> | | | | |
| EDUCATIONAL REQUIREMENTS | <p>Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.</p> <p>Four (4) years of professional experience in analyzing or examining financial accounts, data, statements, reports or records of corporations, insurance companies or banks, including or supplemented by twenty-one (21) semester hour credits in any one or in combination of the following areas of study: Banking, Insurance, Management, Financial Management, Risk Management, Information Technology, Mathematics, Business Law, Taxation, Accounting, Auditing, Statistics, Finance, Economics or Business Administration.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university including or supplemented by twenty-one (21) semester hour credits in any one or in combination of the following areas of study: Banking, Insurance, Management, Financial Management, Risk Management, Information Technology, Mathematics, Business Law, Taxation, Accounting, Auditing, Statistics, Finance, Economics or Business Administration.</p> | | | | |

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| | <p>OR</p> <p>Possession of a Master's degree in any field of study listed above.</p> <p>Possession of a valid certificate as a Certified Public Accountant issued by the New Jersey State Board of Accountancy, or a valid certificate as an Accredited Financial Examiner, Insurance Designation, issued by the Society of Financial Examiners.</p> <p>NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.</p> <p>NOTE: Assignments may require travel to insurers' headquarters and possibly travel overnight out-of-state.</p> |
| 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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| RESIDENCY REQUIREMENTS | <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> |
| GENERAL INFORMATION | <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@dob.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> |
| APPLICATION INSTRUCTIONS | |

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.

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