

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Supervising Insurance Examiner		<b>Class Code:</b> 002RN1
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> PAT 1	<b>Effective Date:</b>
	<b>Summary:</b> Incumbent directs statutory and special examinations of large Indiana domiciled insurance companies with extensive and diverse operations in, and out of, Indiana.		

**Duties:**

- Supervises the examination of corporate records, policies, procedures and treatment of policy holders to determine effectiveness of company management and compliance with the insurance code and regulations;
- Directs the analysis of reinsurance treaties for their property of soundness in the spreading of risks;
- Coordinates the analysis of investment transactions for legality, valuation and proper classification and reporting of income received and accrued;
- Supervises the writing of the examination report; personally prepares more difficult sections;
- Plans and organizes the examination;
- Evaluates performance of other examiners;
- Performs related tasks as required.

**Job Requirements:**

- Thorough knowledge of insurance accounting and applicable laws;
- Thorough knowledge of general accounting principles and practices and methods used in examining commercial insurance accounts;
- Thorough knowledge of, and ability to apply, financial examining practices and procedures as used in insurance examining;
- Thorough knowledge of the organization and practices of various types of insurance companies;
- Thorough knowledge of, and ability to apply, provisions of the law governing insurance companies, related legal opinions and court decisions, departmental policies, rules and regulations and insurance industry standards as established by the National Association of Insurance Commissioners;
- Extensive knowledge of new insurance practices, trends, developments and techniques;
- Thorough knowledge of the methods, formulas, standards and regulations applicable to rate fixing;
- Ability to supervise the work of professional employees;
- General knowledge of business law;
- Ability to organize and plan work for oneself and others;
- Ability to gather and analyze data and reach sound conclusions;
- Ability to prepare clear, complete and concise reports;
- Ability to qualify for fidelity bond.

**Difficulty of Work:**

Work involves the application of complex insurance accounting principles and general accounting principles to analyze the largest insurance companies' financial operations in order to determine compliance with the insurance code and regulations. Work also involves the analysis of other phases. This involves considerable judgment in interpreting and applying guidelines. Work also involves planning and organization of all phases of a given examination especially complex in the examination of the largest companies.

**Responsibility:**

Incumbent exercises independent judgment and initiative, sets priorities on work to be accomplished within length of time necessary for examination and develops approaches to be used within agency policies and objectives. Work is reviewed for compliance with agency policy. As examiner in charge, incumbent has the final responsibility and authority in directing the examination and content of the final report.

**Personal Work Relationships:**

Work includes contact with other insurance examiners in and out of state and the personnel of the largest insurance companies to interpret state laws and to review insurance company practices. Work also involves much tact and persuasion in the planning and organizing of an examination in order to gain company's willing cooperation and in the effort to resolve operational problems before it becomes necessary to take departmental or legal action.