

ASSISTANT INSURANCE COMMISSIONER, REGULATORY**NATURE OF WORK**

Under administrative direction, at the advanced level, is responsible for directing the regulatory divisions of the Offices of Insurance Commissioner. Oversees, plans, develops and executes through managerial, professional, technical and clerical staff the regulatory activities of the agency. Regulates the West Virginia insurance market, including but not limited to admitted and non-admitted carriers, providers of insurance related services and employers that self-insure their workers' compensation liabilities. Enforces compliance with the West Virginia Code. Performs related work as required.

ESSENTIAL JOB FUNCTIONS (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties, which may be assigned.)

Oversees, directs and coordinates the work of various regulatory sections within the agency. Develops and implements policies, forms and procedures related to the regulatory division. Provides interpretation of laws, rules and regulations governing insurance companies. Drafts legislative proposals and meets with legislative members. May serve as project manager for agency initiatives.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of the laws, rules, regulations, policies and practices of the Offices of the Insurance Commissioner.

Extensive knowledge of the laws, rules and regulations governing insurance companies.

Knowledge of Generally Accepted Accounting Principles (GAAP) and Statutory Accounting Principles (SAP).

Ability to interpret and apply state laws, rules and regulations.

Ability to effectively develop and administer sound regulatory policies and procedures.

Ability to analyze and interpret financial and statistical data.

Ability to effectively organize and direct the work of others.

Ability to establish effective working relationships with others.

Ability to communicate effectively, orally and in writing.

MINIMUM QUALIFICATIONS

Training: Bachelor's degree from a regionally accredited four-year college or university with a major in finance, insurance, accounting, business administration or related fields.

Experience: Eight years of full-time or equivalent part-time paid professional experience in the administration of insurance, workers' compensation or other employee insurance program.

Established: 8/17/06

Effective: 2/29/12