

MARKET CONDUCT EXAMINER 3**Nature of Work**

Under limited supervision, performs advanced level professional work in the examination and analysis of the business practices, policies and rates of insurance companies, resident agents, brokers, non-resident agents, third-party administrators, agencies and other regulated entities to ensure compliance with applicable insurance laws and regulations. Serves as examiner-in-charge on the most complex examinations. Plans, coordinates and leads a variety of operational audit assignments of insurance company's records, files and practices. Coordinates the on-site examinations and serves as principle liaison with insurance company representatives. Oversees preparation of the final report on the market conduct examination. Performs related work as required.

On-site market conduct work requires extensive travel in and outside of West Virginia. Assignments may range from three weeks to six months. Reimbursements for time and expenses incurred traveling to and from examination site is limited to one trip every two weeks.

Distinguishing Characteristics

This classification is distinguished from Market Conduct Examiner II as the candidate possesses credentials to sign multi-state examination reports, has an Accredited Insurance Examiner (AIE) designation as well as knowledge, skills and abilities to be capable of functioning independently as lead regulator on the most complex assignments. Incumbent will forecast examination schedules and develop and refine procedures for examinations and analysis as well as plan and initiate individual examinations.

Examples of Work

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.

Plans, coordinates and leads the work of one or more market conduct examination teams; directs the work of Insurance Market Examiners in conducting examinations; serves as principle liaison with insurance company representatives.

Assists in identifying and prioritizing companies to be scheduled for examination, market analysis and desk audits.

Prepares initial data request for examinations, market analysis and desk audits.

Oversees the preparation of the final market conduct examination report; informs insurance company of non-compliance and recommends appropriate corrective actions to Insurance Commissioner; monitors insurance company's compliance with corrective action plans.

Trains and mentors subordinate insurance market examiner staff in practices and procedures of market conduct examinations; assists in the selection of new staff.

Prepares time and expense budgets for examinations.

Reviews and approves work papers prepared by other examiners.

May advise Insurance Commissioner on policy matters and legislative initiatives.

May serve as the Insurance Commissioner's principle liaison to select NAIC Working Groups.

May testify in administrative hearings and civil court proceedings.

Knowledge, Skills and Abilities

Knowledge of the business practices and procedures of insurance companies, brokers, agents, insurance agencies, underwriters and adjusters.

Knowledge of federal and state laws, rules and regulations relating to the insurance industry.

Knowledge of the records maintained by insurance companies and other regulated entities.

Knowledge of operational auditing principles and practices relating to the auditing and examining of insurance company documents and records.

Knowledge of database and spreadsheet applications.

Ability to plan, coordinate and direct the work of market conduct examination teams.

Ability to compile and analyze data and draw conclusions on insurance practices, policies and rates of regulated entities.

Ability to interpret and comprehend insurance related data.

Ability to maintain effective working relationships with other employees, industry representatives and the general public.

Ability to use a personal computer.

Ability to convey ideas clearly and concisely in business correspondence and reports.

Ability to communicate effectively, orally and in writing.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited four-year college or university. Must hold the Certified Insurance Examiner (CIE) from the Insurance Regulatory Examiners Society and comply with the continuing education requirements for maintaining the designation.

Substitution: An insurance designation of Chartered Property Casualty Underwriter (CPCU), Chartered Life Underwriter (CLU), Fellow Life Management Institute (FMLI) OR experience as described below may substitute for the required training on a year-for-year basis.

Experience: Five years of full-time or equivalent part-time paid experience as an insurance regulator including three years conducting market conduct examinations or analysis of regulated insurance entities.

Established: 12/18/08

Effective: 02/01/09