

**DEPUTY COMMISSIONER, INSURANCE****Nature of Work**

Under administrative direction, assists in overseeing the administration of the Insurance Commission. Assists in managing the agency's operations and developing and implementing policies. Performs related work as required.

**Examples of Work**

Assists in overseeing all operations of the Insurance Commission to assure that all duties of the Commission, as described in the West Virginia Code, are performed. Assists in developing and implementing internal and regulatory policies. Serves as liaison with legislators, other state officials, industry, and attorneys. Coordinates and oversees insurance regulatory legislative packages for submission to state legislature. Maintains awareness of insurance industry trends and advises Commissioner and staff on same. Assists with the preparation of the budget and the expenditure of funds. Represents the agency in various meetings with industry or public officials or advocacy groups. Coordinates activities of the agency with other state and federal agencies. Provides continuing professional, technical, and specialized instruction for agency personnel.

**Knowledge, Skills and Abilities**

Knowledge of state and federal standards, practices, methods, and procedures used in monitoring insurance providers. Knowledge of the principles and practices of management. Knowledge of current developments and trends in the insurance business. Ability to direct and coordinate agency activities. Ability to plan, implement and evaluate programs. Ability to establish and maintain effective working relationships with other professionals, employees, government officials and the general public. Ability to communicate effectively both orally and in writing.

**Minimum Qualifications**

TRAINING Graduation from an accredited four-year college or university.

9197

**DEPUTY COMMISSIONER, INSURANCE (CONT'D)**

**Minimum Qualifications (cont'd)**

EXPERIENCE Four years of full-time or equivalent part-time paid experience in the insurance industry or insurance regulatory field, law, business administration, education or administrative capacity.

SUBSTITUTION A Master's Degree from an accredited college or university may be substituted for two years of the required experience.

**OR**

Graduation from a regionally accredited or American Bar Association accredited law school may be substituted for three years of the required experience.

Established: 8/19/93  
Effective: 9/16/93