

**DIRECTOR, INSURANCE AND RETIREMENT DIVISION****Nature of Work**

Under administrative direction of the Secretary of the Department of Administration, serves as the executive head of the Insurance and Retirement Division overseeing and coordinating the activities of the public employees retirement system, public employees insurance and risk and insurance management. Through subordinate managers and respective boards directs the establishment of regulations, policies and procedures for the insurance and retirement plans. The work is performed in accordance with statutory and delegated authority.

**Examples of Work**

Administers and delegates responsibility for the operation of the division.

Oversees the development of procedures, rules and regulations for the division through subordinates managers and boards.

Directs the preparation of the division budget; determines budgetary needs; oversees the execution of the budget.

Provides periodic reports to the Secretary, Governor and the legislature as required.

Interacts and responds to a variety of interest groups and associations related to the insurance and the retirement industries in developing the plans established by statute.

Represents the division at meetings and seminars with other state government agencies and/or with state and local organizations.

**Knowledge, Skills and Abilities**

Knowledge of the principles of public and business administration.

Knowledge of insurance and retirement systems.

Knowledge of the economic impact of the cost of insurance and retirement plans and of operating group insurance and retirement plans.

Knowledge of insurance and retirement planning, including design and implementation of group insurance and retirement plans.

Skill in oral and written presentation of factual material.

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

Ability to formulate long-term and short-term goals and to direct their implementation and maintenance.

Ability to establish and maintain effective working relationships with staff, agency officials, vendors, public employees, and the general public.

Ability to evaluate and analyze procedural problems, formulate alternative solutions and make the appropriate changes.

**DIRECTOR, INSURANCE AND RETIREMENT DIVISION (CONT'D)**

**Knowledge, Skills and Abilities (cont'd)**

Ability to conceive, develop, and present ideas and information clearly and concisely, and both orally and in writing.

**Minimum Qualifications**

TRAINING Graduation from accredited four-year college or university with a major in business or public administration, hospital administration, health care administration, finance, or insurance administration.

EXPERIENCE Seven years of full-time or equivalent part-time paid experience in business or public administration, health benefits administration, health care administration, hospital administration, finance or insurance administration, retirement system planning, retirement program development, or retirement program management, two years of which must have been in a supervisory or administrative capacity.

Established: 4/20/95  
Effective: 5/1/95