



KANSAS INSURANCE DEPARTMENT

Vicki Schmidt, Commissioner

Announcement of Vacant Position Internal – External

Posting Date: June 9, 2022
Job Vacancy: Admissions Analyst
Division: Financial Surveillance
Job Opening ID: 204716
Compensation Rate: \$55,000 to \$65,000 annually *or commensurate with experience*
Position Type: Unclassified, Regular, Full-Time, Nonexempt, Benefit's-Eligible
Closing Date: June 30, 2022
Contact: Dale Hubbell - dale.hubbell@ks.gov or 785-291-3801

Job Summary

The Admissions Analyst position is responsible for reviewing and making recommendations on all admissions applications submitted by insurance companies applying to do business in Kansas. The Admissions Analyst will ensure these applications are accurate, complete, and meet the established requirements. In addition, the Admissions Analyst will review applications submitted by premium finance companies, health maintenance organizations, and captive insurance companies. We are committed to promoting employee development by offering an incentive program and promotional opportunities. We encourage recent graduates to apply. The ideal candidate for this position will be someone who has a passion for protecting Kansas consumers and assisting us in our mission to protect and regulate the state's insurance industry.

The Team

The Financial Surveillance team is comprised of individuals with many different personalities that have the optimal goal of ensuring the financial solvency of insurance companies. The Financial Surveillance team collaborates to make the best decisions possible for the Kansas Insurance Department and Kansas consumers. The Financial Surveillance team encourages and supports one another; as they are not just coworkers but a fun, collaborative, and friendly group that want to see the success and growth of every individual within their division.

Key Responsibilities

- Reviews all admission files, which may include review of correspondence, financial statements (i.e., applicant, parent, or subsidiary), examination reports, including financial, market conduct or rate reports; financial data and reports generated by the National Association of Insurance Commissioners (NAIC), forms and exhibits, reserves, and plan of operation.
- Makes recommendations to the Commissioner of Insurance regarding company admissions and to the appropriate divisions with approval to issue a Certificate of Authority.
- Performs analysis of domestic insurance companies, health maintenance organizations, dental service corporations, prepaid dental service plans, and captives conducting business in Kansas.

- Responds to inquiries from insurance companies, the NAIC, other agencies, other divisions within the Department and the industry through the research of company files, statutes, regulations and departmental positions and procedures.
- Reviews financial information of additional entities provided by other divisions within the Department and makes recommendations for authority in Kansas, solely based on the financial information review. This includes, but is not limited to, third-party administrators, risk-retention groups, and professional employer organizations.
- Maintains internal electronic records and files pertaining to domestic and foreign companies subject to delinquency proceedings (e.g., rehabilitation and liquidation) and corresponds, as necessary, with the Kansas Insurance Guaranty Association and Kansas Life and Health Insurance Guaranty Association.

Qualifications

Required:

- Bachelor's degree in accounting, finance, business administration from an accredited college or university; or a bachelor's degree in related field.

Successful completion of the following courses is required:

- Accounting Fundamentals (6 credit hours)
- Finance or Economics (3 credit hours)
- Business Law (3 credit hours)
- Management (3 credit hours)

Desired skills and attributes:

- Accepting of feedback to improve current and future work products
- Detail-oriented
- Diligent
- Excellent verbal and written communication skills- written communication should be clean and concise with correct spelling and grammar
- Problem solver- can research and propose solutions to issues that arise
- Responsible
- Self-motivated

Other Requirements:

- As a condition of employment, candidates are subject to a pre-employment screening process to include name-based criminal history records check and reference/background check of past and present employers.
- Verification of identity and employment eligibility to work in the U.S. is required by federal law.
- Veteran's Preference Eligible – please visit <http://da.ks.gov/ps/aaa/recruitment/veterans.htm> for additional information.
- Tax Clearance Certificate required, please visit: <https://www.ksrevenue.org/taxclearance.html>

What We Have to Offer

The Kansas Insurance Department has a comprehensive benefits package that includes no waiting period for health insurance coverage, paid sick and vacation leave, paid parental leave after 180 days of employment, paid State holidays, retirement plans, and deferred compensation programs. We have a family-oriented work environment and support personal and professional growth by offering significant financial incentives for attainment of relevant credentials such as the Accredited Financial Examiner (AFE), Certified Financial Examiner (CFE), and Automated Examiner Specialist (AES) as well as substantial promotional opportunities. We provide an outstanding work-life balance with a chance to work up to two days a week remotely after six months of employment with the Department. Our beautifully renovated office is near Wanamaker Road with free parking and easy access to I-70. We would love for you to join our outstanding team and help us in our mission to “Regulate, Educate & Advocate.”

How To Apply:

Step 1: Create an Account at the State of Kansas Careers website at: <https://admin.ks.gov/services/state-employment-center/sec-home>

Step 2: Once you have created an account, complete the online State of Kansas application form and upload the other required documents.

- Kansas Tax Clearance Certificate
- Resume
- Cover letter
- Transcripts
- Veterans’ Preference K.S.A. 73-201(c) Form and DD-214, if applicable.

Recruiter Contact: Dale Hubbell

Phone: 785-291-3801

Fax: 785-296-8848

Email: dale.hubbell@ks.gov

What to Expect Next:

Your application will be reviewed, and we will evaluate your qualifications based on the materials that you submit. Therefore, the materials that you submit must be complete and fully discuss how you meet the minimum, other, and preferred qualifications, if applicable. After your application is evaluated, you may be contacted for further information or to schedule an interview.

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED: Each applicant applying for a State of Kansas job vacancy must obtain a valid and up to date Kansas Certificate of Tax Clearance. For more information and to obtain a Kansas Certificate of Tax Clearance go to the Kansas Department of Revenue’s website at: <http://www.ksrevenue.org/taxclearance.html>. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

If you have questions, please do not hesitate to contact us at 785-291-3801.

Individuals with disabilities are encouraged to contact the Recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Kansas Insurance Department is an Equal Opportunity Employer