



# KANSAS INSURANCE DEPARTMENT

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*Vicki Schmidt, Commissioner*  
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## Announcement of Vacant Position Internal – External

<b>Posting Date:</b>	January 8, 2021
<b>Requisition No.</b>	198210
<b>Division:</b>	Financial Surveillance Division
<b>Job Vacancy:</b>	Assistant Chief Examiner
<b>Compensation Rate:</b>	\$90,000 - \$110,000 ( <i>Negotiable Depending on Experience &amp; Professional Certification</i> )
<b>Position Type:</b>	Unclassified, Regular, Full-Time, Exempt, Benefit's-Eligible
<b>Closing Date:</b>	<b>February 1, 2021</b>
<b>Contact:</b>	Ms. Dale Hubbell at 785-291-3801 or <a href="mailto:dale.hubbell@ks.gov">dale.hubbell@ks.gov</a>

The Kansas Insurance Department (“Department”) is offering a challenging and rewarding career opportunity as an Assistant Chief Examiner in our Financial Surveillance Division. We offer a comprehensive benefits package and a fantastic work environment. We recently moved into our newly renovated office near Wanamaker Road and we would love for you to join our outstanding team and help us in our mission to “Regulate, Educate & Advocate.”

### **Job Description:**

The Assistant Chief Examiner directs the planning and conducting of statutory financial examinations of Kansas-domiciled insurance companies, in order to assess companies’ financial condition, enforce solvency standards, and determine compliance with applicable laws and regulations, in accordance with Departmental policies and procedures. This position frequently communicates with examination staff to provide input and direction on an ongoing basis to ensure the proper application of the risk-focused examination approach. This position will also communicate with representatives of companies under examination, other state regulators, contracted vendors, and Departmental personnel from other divisions on an array of examination-related matters. The Assistant Chief Examiner reports to the Chief Examiner on significant issues and solvency risk areas identified during the examination process, and recommends courses of action to address these concerns.

### **Primary Job Duties (*Not all inclusive*)**

Oversee examination planning to determine logistics, budgeting, and documentation of areas for emphasis in fieldwork.

- Directly supervise the Examiner-In-Charge in the administration of examinations to ensure timely completion and adequate coverage of significant areas of focus.
- Perform general or detailed reviews of examination workpapers, largely focusing on high-risk areas or key exhibits included in the examination file.

- Report on significant issues and solvency risk areas identified during the examination process, and recommend course of action to address noted concerns.
- Assist in the overall supervision of the examination staff, and the work of external contractors utilized for examinations.
- Assist in the development and implementation of policies and procedures applicable to examination work.
- Assist in the design, implementation, and execution of the Department's training program for examination staff.

**This position may require a significant amount of overnight (and often out-of-state) travel.**

### **Minimum Qualifications:**

- Graduation from an accredited four-year college/university with major course work in accounting, finance, business administration or related field.
- Certified Financial Examiner (CFE) designation. Maintaining the CFE certification is a condition of employment for this position.
- Four years' experience with a state insurance department, contract firm performing insurance regulatory examinations, public accounting firm, or similar entity, or an insurance company in a financial or audit related area of which two years was in an Examiner-in-Charge or supervisory capacity.

### **Preferred Qualifications:**

Possession of a Certified Public Accountant (CPA) is preferred. Other professional designations are also preferable including but not limited to CIE, CFE (Fraud), CIA, CPCU, CLU, etc.; however, they are not required.

### **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>

### **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:** Ms. Dale Hubbell

**Phone:** 785-291-3801

**Fax:** 785-296-8848

**Email:** [dale.hubbell@ks.gov](mailto: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 by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. All applicants, including current State employees, are responsible for submitting a valid and up to date certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

### **Veteran's Preference Eligible (VPE):**

Former military personnel or their spouse that have been verified as a "veteran" according to K.S.A. 73-201, will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager. Additional VPE information can be found at <http://da.ks.gov/ps/aaa/recruitment/veterans.htm>.

DD Form 214, Certificate of Discharge or Separation from Active Duty, or other official documents (to include military discharge papers, or equivalent certification from the VA listing military status, dates of service, and discharge type) issued by the branch of service are required as verification of eligibility for veterans' preference.

**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***