



KANSAS INSURANCE DEPARTMENT

Vicki Schmidt, Commissioner

Announcement of Vacant Position Internal – External

Posting Date:	February 23, 2021
Requisition No.	199021
Division:	Financial Surveillance Division
Job Vacancy:	Chief Examiner
Compensation Rate:	\$110,000 to \$120,000 <i>Commensurate with experience</i>
Position Type:	Unclassified, Regular, Full-Time, Exempt, Benefit's-Eligible
Closing Date:	Open until filled
Contact:	Ms. Dale Hubbell at 785-291-3801 or dale.hubbell@ks.gov

The Kansas Insurance Department (“Department”) is offering a challenging and rewarding career opportunity as the Chief Examiner in our Financial Surveillance Division. The Chief Examiner is a key leadership position in the 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 Chief Examiner (CE) manages the entire financial examination process in order to ensure that examinations are conducted effectively and efficiently, that examination procedures are sufficient to assess the financial condition of regulated insurance companies; that procedures will detect financial solvency risk areas, potential troubled companies and other significant issues; and that examinations meet the requirements of the Kansas Insurance Code, the National Association of Insurance Commissioners (NAIC) Financial Examiners Handbook, and NAIC Accreditation standards.

Primary Job Duties (Not all inclusive)

- The Chief Examiner is responsible for scheduling examinations, reviewing and approving initial examination planning documents, attending status meetings on examinations, reviewing work papers in high-risk areas, providing direction and input to internal and contracted examiners as needed, reviewing and approving final examination reports and management letters. The Chief Examiner should occasionally participate in selected examinations. The Chief Examiner is expected to present and explain examination reports and management letters to officials of insurance companies.
- The Chief Examiner supervises the internal examination staff and would also oversee the work of external consultants utilized for examinations. The Chief Examiner’s duties may also include designing and conducting training for examination staff.

- The Chief Examiner reports to the Director of Financial Surveillance. Incumbent has frequent communication with the Commissioner, the Assistant Commissioner, and the General Counsel.
- Occasional travel to various locations both within and outside the state will be required for examination work and/or participating in training programs, including those provided by the NAIC and the Society of Financial Examiners.

The Department:

The Kansas Insurance Commissioner (Commissioner) is a state-wide elected official, one of only eleven elected state insurance regulators in the country. Before being elected to her current office, the Commissioner served 14 years in the Kansas Senate. The Department currently regulates thirteen domestic single state and thirty-one domestic multi-state insurance companies, as well as three prepaid dental plans.

Along with the Kansas Securities Commission, a division of the Insurance Department, the Department has approximately 136 full time employees.

The office of the Kansas Insurance Department is located in Topeka, the state capital of Kansas. Topeka is situated on the I-70 corridor approximately 20 miles west of Lawrence, Kansas, home to the University of Kansas Jayhawks, and 60 miles west of the Kansas City metro area. It is approximately 45 minutes east of Kansas State University Wildcats. Washburn University, a [NCAA Division II – MIAA](#) school, is located in the heart of the city. The Department is open five days a week between 8:00 a.m. and 5:00 p.m. Department managers are expected to be in the office during those periods except when their respective duties or training necessitates absence from the office.

Minimum Qualifications:

- Graduation from a college or university of recognized standing with a major in accounting, business, finance, or a related field.
- Certified Financial Examiner (CFE) designation. Maintaining the CFE certification is a condition of employment for this position.
- Substantial experience examining insurance companies and supervision of more than one examination of multi-state insurers concurrently.

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

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