Announcement of Vacant Position
Internal - External

Posting Date: August 24, 2020
Job Vacancy: Policy Examiner
Division: Property and Casualty
Requisition Number: 197451
Compensation Rate: $36,400 - $43,680 annually (Commensurate with Experience)
Position Type: Unclassified, Regular, Full-Time, Nonexempt, Benefits Eligible
Closing Date: September 9, 2020
Contact Person: Ms. Dale Hubbell – dale.hubbell@ks.gov or 785-291-3801

Job Description:

The incumbent will examine rules, forms and rates submitted by insurance companies and rating organizations to determine compliance with applicable Kansas statutes and departmental regulations.

Primary Job Duties (Not All Inclusive):

- Corresponds with filer outlining acceptance or conflicts with the statutes and regulations.
- Audits premium tax returns and fee material submitted by insurance companies.
- Responds to complaints and/or inquiries received from insurance companies, rating organizations, insurance agents and consumers regarding property and casualty insurance matters.
- Investigates consumer complaints and/or inquiries which may be statutory violations by insurance companies and contacts necessary individual(s) to resolve.
- Analyzes or recommends possible legislation pertaining to property and casualty insurance.
- Prepares draft departmental bulletins regarding new property and casualty statutes and regulations.
- Responds to insurance companies regarding interpretation of insurance statutes and regulations.
- Assists the department’s market conduct unit in market surveillance activities.

Minimum Requirements:

Graduation from an accredited four-year college or university with major course work in business administration or related field(s). Professional or technical experience in an insurance company or other closely related field, as deemed by the Commissioner of Insurance to be sufficient
qualification to perform the assigned work, may be substituted for the required college study. Insurance background strongly preferred.

Preferred Requirements:

• Knowledge of federal and state laws and regulations governing the area of property & casualty insurance regulation preferred.
• Knowledge of common computer software including word processing, spreadsheet, database and web-based applications required.
• Knowledge of general office practices including: typing, arithmetic, grammar, spelling and proofreading required.
• Prior experience reading and interpreting statutes preferred.
• Strong analytical skills required.
• Ability to interpret and apply statutes, regulations and procedures to carry out assignments and make decisions relative to insurance industry filings.
• Ability to communicate technical information; conduct formal presentations; and negotiate with others to resolve issues.

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.
• 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: Dale Hubbell
Phone: 785-291-3801
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*