Announcement of Vacant Position
Internal - External

Posting Date: July 28, 2021
Job Vacancy: Chief – Producer Licensing
Job Opening ID: 200800
Compensation Rate: $55,000 to $65,000 annually (negotiable based on experience)
Position Type: Regular unclassified, full-time, exempt, eligible for full benefits.
Closing Date: August 6, 2021
Contact: Dale Hubbell – dale.hubbell@ks.gov 785-291-3801

The Kansas Insurance Department is offering a challenging and rewarding career opportunity as Chief of Producer Licensing. We offer a comprehensive benefits package and a fantastic work environment. Our office is located 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 Summary:

The Producer Licensing Division oversees issuance and renewal of insurance licenses for resident and non-resident producers in the state of Kansas. As a member of the management team, this position helps support the overall Department mission and helps ensure the success of the Division and its team members. The incumbent will be responsible for overseeing the day-to-day supervision and coordination of all Division activities to ensure compliance with applicable Kansas statutes, regulations and Department policies. The Chief reports to the Division Director and will have frequent communication with the Assistant Commissioner and the Legal Division Staff.

Primary Job Duties (Not all inclusive):

- Assigns, manages, and evaluates the work of staff. Monitors the producer and agency license application and renewal processing activities of these employees. Provides staff with direction and performance feedback to assure effective producer and agency license application processing. Assures all staff use good customer service techniques when dealing with applicants, agents and insurance companies. Consults with the Division Director and the Director of Human Resources to address personnel and staffing issues.

- Coordinate’s activities of staff to ensure the smooth flow of work, adequate staff coverage and compliance with departmental policies and procedures while providing quality services to applicants, agents and insurance companies. Determines performance objectives for staff; conducts performance reviews; appoints staff to special projects; reviews work
assignments and resolves issues. Oversees cross training of staff within the Division to ensure adequate back-up exists during periods of staff absence from work. Continually assesses staff training needs.

- Responsible for identifying work priorities and confirming deadlines are met to ensure overall office efficiency and effectiveness. Provide information to staff regarding new or revised policies or procedures. Reviews and approves bi-weekly time and leave reports submitted by staff and coordinates and approves leave time of staff.

- Assists the Director in formulating and developing policies and procedures relating to licensing activities to ensure licensing procedures and initiatives are efficient and effective and in compliance with applicable laws and regulations and departmental policies. Assists the Director in establishing goals and priorities for the Division.

- Oversees correspondence to producers, agencies, continuing education providers and insurance companies. Assures that correspondence conveys our commitment to quality services as well as requirements of applicable Kansas statutes, regulations and departmental policies to applicants, producers, agencies, insurance company personnel and the public.

- Works with contract examination testing vendor (Pearson VUE) to resolve testing issues reported by license candidates.

- Coordinates, communicates, and assists in implementing end user facets of national data systems including National Insurance Producer Registry (NIPR), State Based Systems (SBS), Kansas Bureau of Investigation Fingerprint Registry, Kansas Department of Revenue Tax Clearance System, and other state agencies or industry stakeholders as required for effective and efficient processing of producer licensing activities.

**Qualifications:**

- Graduation from an accredited four-year college or university with major course work in general business administration or related field(s). Supervisory or management experience may be substituted for the required college study.

- Experience in planning, organizing, and directing the work of a program or unit which demonstrates good supervisory skills and knowledge.

- Ability to resolve problems (knowing how to define the problems, how to prioritize the problems and how to provide resolution to the problems).

- Ability to evaluate current processes, identify areas for improvement, and effectively implement appropriate process changes.

- Knowledge of team building skills, employee motivation, and recognizing and rewarding performance.

- Ability to coordinate the efforts of others in accomplishing assigned work objectives and to organize and prioritize tasks.
• Knowledge of the insurance industry, including insurance terms and terminology, concepts, laws and regulations as they relate to licensing are a plus but not required.
• Experience in implementing new processes and procedures (including IT system changes).

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. May be subject to a fingerprint-based background check depending on duties assigned.
• 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 following documents with your application:

• Resume
• Cover letter
• Kansas Tax Clearance Certificate
• Veteran’s 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

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 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.
What to Expect Next:

Your application will be reviewed by members of the Office of the Kansas Securities Commissioner’s staff. Staff members 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.

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](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.

*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.