



**State of Oregon**  
**Department of Administrative Services**

**Position Description**

- This Position is:**
- Mgmt Service-Supervisory
  - Mgmt Service-Managerial
  - Mgmt Service-Confidential
  - Classified
  - Unclassified
  - Executive Service

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\*\*\* PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM \*\*\*  New  Revised

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**SECTION 1. POSITION INFORMATION**

- a. Class Title: Insurance Examiner
  - c. Effective Date: January 1, 2022
  - e. Working Title: Financial Insurance Examiner
  - f. Work Unit: Division of Financial Regulation
  - g. Agency No.: 44000
  - i. Employee Name:
  - j. Work Location (City/County): Portland/Multnomah
  - b. Class No.: OAS C5747
  - d. Position No.: 0003.038
  - h. Agency Name: DCBS
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- k. Position:  Permanent  Seasonal  Limited Duration  Academic Year  
 Full Time  Part Time  Intermittent  Job Share
  - l. FLSA:  Exempt  Non-Exempt
  - If Exempt:  Exec  Prof  Admin
  - m. Eligible for Overtime:  Yes  No
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**SECTION 2. PROGRAM/POSITION INFORMATION**

- a. Describe the program in which this job exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The mission of the **Department of Consumer and Business Services** is 'To Protect and serve Oregon's consumers and workers while supporting a positive business climate in the state.' The **Division of Financial Regulation's** mission supports that of the department by protecting Oregonians' access to fair products and services through education, regulation, and consumer assistance. The division is responsible for ensuring the safety and soundness of financial institutions, the availability and affordability of financial products, and the fair treatment of consumers. Functions include licensing, regulating, and monitoring the conduct of banks, credit unions, financial services providers, health care service contractors, insurance companies, and licensed or registered producers of such entities.

The **Insurance Institutions Section** is comprised of 19 full-time employees, including the manager/chief examiner, assistant manager/chief analyst, 6 field examiners, 5 financial analysts, 1 captive analyst, 2 tax analysts, and 3 administrative support positions. This unit annually collects \$67 million in taxes imposed on insurers by the Insurance Code, administers over \$1.5 billion of insurer custodial deposits, annually conducts 10 to 15 financial examinations on domestic and foreign insurers, provides financial analysis and oversight of insurers, issues insurer certificates of authority, registers or licenses 12 other types of entities, and annually track renewals and filings from 2,100 entities.

- b. Describe the purpose of this position, and how it functions within this program, by completing this statement:  
**The purpose of this job/position is to . . .**

This is 1 of 5 Financial Insurance Examiner 2 positions which examine foreign and domestic insurance companies doing business in Oregon, under the provisions of ORS 731.300 and 733.170, to determine their financial condition, ability to fulfill and manner of fulfillment of obligation, the nature of operations, verify whether proper treatment has been given to policyholders, and compliance with the Insurance Code.

### SECTION 3. DESCRIPTION OF DUTIES

List major duties. Note percentage of time duties is performed. If this is an existing position, mark "N" for new duties or "R" for revised duties.

% of Time	N/R	DUTIES
50	R	Performs examination procedures in accordance with the professional standards prescribed by the Division of Financial Regulation and the NAIC Examiners Handbook. Exam recommendations must be supported by statute, administrative rule, administrative policy, accounting practices and procedures or other authority. Examiner should demonstrate an understanding of required technical information, statutory insurance accounting, and examination procedures with minimal supervision. Documents findings using electronic work papers and spreadsheets. Conclusions are presented in electronic document form.
10	R	Performs review of controls in insurance company's accounts and records for the examination period. Discusses findings with key management staff of the company. Respects the confidentiality of information received during the examination.
10	R	Performs in-depth review of articles of incorporation, bylaws, and board of director meeting minutes. Verifies that reinsurance, safekeeping agreements, fidelity bond, and other insurance coverage meets Oregon statutes, administrative rules, and NAIC suggested requirements.
10	R	Performs various projects assigned by the chief examiner or the examiner in charge.
8	R	Reviews the insurance company's annual statements for trends or changes in financial condition by using comparative analysis techniques.
5	R	Assist the assigned actuary to determine adequacy of the insurer's reserves.
5	R	Assists the commissioner in their capacity as rehabilitator or liquidator of insurance companies.
2	R	Verifies the insurance company has a system in place to account for unclaimed property as required by Oregon Division of State Lands statute.
At all times	N	<p><b>Expectation of all DFR employees:</b> Provide prompt customer service; create and maintain productive working relationships; treat colleagues and the public fairly, courteously, and respectfully; fully participate in work teams, division and department projects; collaborate with coworkers in the improvement of work processes; improve interpersonal and job skills; provide and receive feedback and suggestions in an open and constructive manner; and, regularly and timely report to work.</p> <p>Foster and promote the importance and value of a diverse, discrimination- and harassment-free workplace. Respect diversity of opinions, ideas, and cultural differences. Support outreach and diversity-related efforts in order to diversify the workplace.</p> <p>Maintain a Desk Manual describing in detail the work you are responsible for. The desk manual will be kept current.</p> <p>Other duties as may be assigned to ensure that the objectives and mission of the division and the department are met.</p>

### SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any that are a regular part of this job. Include frequency of exposure to these conditions.

Field examinations are conducted exclusively in the insurance company offices. Conditions and locations (sometimes with limited access and space) vary with each assignment. Extended travel, individually and in groups, both in and out of state is continuous. Prepare and transport boxes of electronic equipment and workpapers weighing up to 25 pounds. Our office is an open office work environment with factors that include noise, overhead lighting, and temperature variations during weather transitions.

### SECTION 5. GUIDELINES

- a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.
  - Oregon Insurance Code
  - Oregon Administrative Rules

NAIC Financial Condition Examiners Handbook  
 NAIC Accounting Practices and Procedures Manual  
 NAIC annual statement instructions for all types of insurers: life; accident and health; property and casualty; health; title; fraternal  
 Generally Accepted Accounting Principles

- b. How are these guidelines used to perform the job?  
 Application, interpretation, and use of professional judgment to a variety of circumstances encountered during the examination process. Use guidelines referenced to evaluate financial condition and compliance with Oregon law and industry standards. Important to ensure insurers are using accurate and consistent reporting of financial data.

**SECTION 6. WORK CONTACTS**

With whom outside of co-workers in this work unit must this position regularly come in contact?

<u>Who Contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often?</u>
Insurance Company Personnel	By phone, in writing, in person	To obtain or provide information	Daily

**SECTION 7. JOB-RELATED DECISION MAKING**

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.  
 Professional judgment required to determine appropriate level of examination procedures to be performed depending on risk assessment of the subject insurer. The examiner recommends to Supervising Insurance Examiner examination procedures to be performed during insurance company examinations and submits recommendations of examination findings regarding compliance with Oregon Revised Statutes and Administrative Rules.

Misapplication/interpretation of accounting guidance or Oregon law may result in inadequate examination procedures being performed, incorrect reporting of an insurer's financial condition, and inconsistent reporting to other states in which insurer conducts business. Consequence is insurer could overstate its level of surplus when in fact the company's financial condition is inadequate for the insurer to meet its financial obligations to policyholders. Insurers might be unable to pay policyholder claims without the director having timely notification of adverse financial condition. Such misapplication/interpretation would be detrimental to the insurance-buying public and any party that relied on the examination findings reported by the examiners.

**SECTION 8. REVIEW OF WORK**

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

Chief Examiner/Manager, 0003.654, in person or by telephone daily or as needed plus formal quarterly check-ins with manager. The purpose is to facilitate communication and to ensure quality of work product.

**SECTION 9. SUPERVISORY DUTIES TO BE COMPLETED ONLY FOR POSITIONS IN MANAGEMENT SERVICE**

a. How many employees are directly supervised by this position? 0 Through Subordinate Supervisors? 0

b. Which of the following supervisory/management activities does this job perform?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Plans Work    | <input type="checkbox"/> Responds to Grievances | <input type="checkbox"/> Hires/Fires (or Effectively Recommends)   |
| <input type="checkbox"/> Assigns Work  | <input type="checkbox"/> Disciplines/Rewards    | <input type="checkbox"/> Prepares and Signs Performance Appraisals |
| <input type="checkbox"/> Approves Work |   |  |

**SECTION 10. ADDITIONAL JOB-RELATED INFORMATION**

Any other comments that would add to an understanding of this position:  
 Per ORS 731.228, no Division of Financial Regulation employee shall be a director, officer, or employee of or be financially interested in any person regulated by the insurance code, except as a policyholder or claimant under an insurance policy or by rights vested in commission, fees, or retirement benefits prior to being employed with the division.

As an employee, you must comply with the Oregon government ethics laws, ORS 244.010 – 244.280, and DCBS Policy EMP-01, Ethics and Conflict of Interest.

This position is eligible for remote work part- or full-time, once the incumbent has gained the proficiency to perform work independently. The incumbent may occasionally be asked to work from the office on an as-needed basis.

**SPECIAL REQUIREMENTS:** List any special mandatory recruiting requirements for this position:

This position is subject to a fingerprinted criminal background check.

The person in this position must hold the Accredited Insurance Examiner (AIE) or Certified Insurance Examiner (CIE) designation offered through the Insurance Regulatory Examiners Society.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

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**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart. See instructions for detail to be included on the chart.

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Appointing Authority Signature	_____ Date		