



**State of New Jersey**  
DEPARTMENT OF BANKING AND INSURANCE  
OFFICE OF HUMAN RESOURCES

PHIL MURPHY  
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*Assistant Commissioner*

## **NOTICE OF VACANCY**

### **STATE-WIDE**

<b>POSTING NO.</b>	BIA-2021-087	<b>POSTING DATE:</b>	August 30, 2021
<b>TITLE:</b>	Manager 1, Insurance	<b>CLOSING DATE:</b>	September 24, 2021
<b>DIVISION:</b>	Insurance	<b>RANGE:</b>	&32
<b>UNIT:</b>	Office of Solvency Regulation	<b>SALARY:</b>	\$90,556.76 - \$129,427.04
<b>OPEN TO:</b>	Current state employees with permanent status in the competitive division who meet the open competitive requirements, subject to current promotional and hiring restrictions.		

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### **DEFINITION**

Under the supervision of a Manager 2, Insurance or other supervisory official within the Department of Banking and Insurance, directs a major sub element of the insurance program within the Office of Solvency Regulation with the Insurance Division.

Examples of work includes reviewing financial statements and other data, communicates with representatives of insurance companies, licensees, trade organizations, or other recognized agencies, guides staff in the application of laws, policies, rules and regulations, prepares monthly, annual and other reports of the work program and writes narrative letters, reports, technical, statistical or financial reports containing findings, conclusions, and recommendations, supervises the information gathering process and preparation of detailed reports on audits, investigations, field surveys or examinations prepared by the office and/or field staff; evaluates findings, makes necessary modifications, and recommends action, supervises the maintenance of records and files, provides on the job training to staff, and manages the work operations and or functional programs of the unit or sub-unit and has responsibility for effectively recommending the hiring, firing, promoting, demoting and or disciplining of employees.

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** A total of five (5) years in at least three (3) of the following elements: claims investigation; reviewing financial records, investigating complaints or underwriting work; analysis and review of rating systems and policy forms used by insurance companies and rating organizations; the valuation and certification of reserves; development and implementation of real estate and/or insurance practices, policies and procedures; or insurance auditing and examination. Two (2) years of the experience must have been in a supervisory capacity.

**NOTE:** Applicants who do not possess the required general Bachelor's degree may substitute additional nonsupervisory experience as described above on a year-for-year basis.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESIDENCY REQUIREMENTS:** In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011, newly hired State government employees must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after you begin employment to relocate

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your residence to New Jersey. Employees who fail to meet the residency requirements are subject to removal from employment.

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Interested applicants should submit a *letter of interest and resume*. All documents should be submitted in PDF format by September 24, 2021 to: [human.resources@dobi.nj.gov](mailto:human.resources@dobi.nj.gov). Please include Posting No. BIA-2021-087 in the subject line of your email. Please include three (3) professional references of your current or former supervisors or managers- please only provide references for those to whom you have reported in the workplace and those who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. Thank you.