



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

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## NOTICE OF VACANCY

### STATE-WIDE – OPEN TO THE PUBLIC

**POSTING NO.** BIA-2021-088

**POSTING DATE:** August 30, 2021

**TITLE:** Manager 1, Insurance Specialized Credentials

**CLOSING DATE:** September 24, 2021

**DIVISION:** Insurance

**RANGE:** &32

**UNIT:** Office of Solvency Regulation

**SALARY:** \$90,556.76 - \$129,427.04

**OPEN TO:** Candidates who meet the requirements specified below, 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, plans, develops, directs, and organizes a unit of 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:** Five (5) years of experience in 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 which shall have been in a supervisory capacity.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**LICENSE:** Applicants must possess any one of the following certifications or other credentials: Life Office Management Association (LOMA), Member of the Society of Actuaries, Member of the American Academy of Actuaries, a Master's degree in Public Administration, Business Administration or Accounting, a professional designation of Juris Doctor (JD) or Certified Public Accountant (CPA), Certified Insurance Examiner (CIE), Certified Financial Examiner (CFE) or Accredited Financial Examiner (AFE), Fellow, Life Management Institute, or any of the following National Association of Insurance Commissioners (NAIC) designations: Associate Professional in Insurance Regulation (APIR), Professional in Insurance Regulation (PIR), Senior Professional in Insurance Regulation (SPIR), Investment Professional in Insurance Regulation (IPIR); or any of the Insurance Regulatory Examiners Society (IRES) Designations: Accredited Insurance Examiner (AIE®), Certified & Certified Insurance Examiner (CIE®), Certified Insurance Consumer Service representative (CICSR®), Market Conduct Management (MCM®), Advanced Market Conduct Management (AMCM®).

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 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, copy of certifications/credentials 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-2021-088 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

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**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.**