

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

INSURANCE ANALYST I - 21561

Monthly Salary Range: \$2968 - \$4140

Option 2 - Group Insurance/Benefits

General duties: An Insurance Analyst I performs routine technical duties in specialized areas of an insurance program, e.g., reviewing annual statements and reports, examination of policy forms, processing insurance claims, provision of advice regarding group insurance plan benefits, licensing of agents, brokers and insurance companies; all work is with a higher level specialist and subject to frequent review for subscription to held guidelines.

Minimum training and experience: Completion of four years of high school and the successful completion of an approved trainee program; or three years qualified related insurance experience; or equivalent training and experience.

Knowledges tested: Accounting/Numeric Reasoning; Research and Analysis; Written Communication.

Tests and weights: Automated multiple-choice test 50%, background evaluation (Supplemental Questionnaire) 50%. Candidates must meet minimum training and experience requirements; however, the final grade will be derived from the combined tests listed above.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

(Continued on reverse side)

The Supplemental Questionnaire will be supplied to you at the examining centers at the time of the automated multiple-choice examination. You may complete the Supplemental Questionnaire in its entirety at the examining center; or mail the completed questionnaire within ten working days to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, Illinois 62706. Supplemental Questionnaires not returned will result in no grade issued for this exam.

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be canceled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First, Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

Length of eligibility period: One year.

Counties in which positions are established: Sangamon.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.