

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

Supplementary Examination Announcement

INSURANCE ANALYST I - 21561

Monthly Salary Range: \$3027 - \$4223

Option 1 – Compliance & Regulatory Standards
Option SS1 - Spanish Speaking Option

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.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year

Option SS – Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Sangamon (SS).

(SS) Indicates Spanish Speaking Option is also established in that county.

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

YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.

You may either send a completed application (CMS 100) to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, IL 62706 or apply online at <http://work.illinois.gov>. Your training and experience will be evaluated from your application.

AN EQUAL OPPORTUNITY EMPLOYER

8-1-98 (RC-014-09B) Salary 4-1-16, Counties Updated 6-15-15, Added SS opt 3-25-16