

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

Supplementary Examination Announcement

INSURANCE PERFORMANCE EXAMINER I - 21671

Monthly Salary Range: \$3647 - \$5342

Option 1 – Property & Casualty

Option SS1 - Spanish Speaking (Property & Casualty)

Option 2 – Life, Accident & Health

Option SS2 - Spanish Speaking (Life, Accident & Health)

Select options of your choice.

General duties: An Insurance Performance Examiner, under general supervision, performs specialized work in the examination and review of rates and rating procedures used by insurance companies to ensure compliance with the Illinois Insurance Code and departmental rules and regulations. The work involves reviewing claim files to determine the company's performance at the time an insured incurs a loss, traveling to examination site. The employee confers with, advises and provides information to insurance company representatives regarding examination findings and prepares reports on examination findings.

Desirable training and experience: Completion of four years of college with major coursework in insurance, finance, statistics, accounting or business administration **plus** six months experience in underwriting and/or claims.

Option 1: Knowledges Tested: Numeric Reasoning; Written Communication Skills; Personal Computer Skills; Property & Casualty Insurance Claims, Rating & Underwriting.

Option 2: Knowledges Tested: Numeric Reasoning; Written Communication Skills; Personal Computer Skills; Life, Accident & Health Insurance Claims, Rating & Underwriting.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled 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 St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

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

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

AN EQUAL OPPORTUNITY EMPLOYER

(RC-062-14B) Salary 4-1-16, Counties Updated 6-12-15,
Moved from Group B to Group A 4-14-14

Tests and Weights: Automated multiple-choice test 100%.

**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.

Length of eligibility: One year.

Options SS1 and SS2 – 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 these options.

Counties in which Option 1 positions are established: Cook, Sangamon

Counties in which Option 2 positions are established: Cook, Sangamon

(SS) Indicates Spanish Speaking Option is also established in that county; there are currently no Spanish Speaking Option positions established for this title.

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.