

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

INSURANCE PERFORMANCE EXAMINER I

POSITION CODE: 21671
Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

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; reviews claim files to determine the company's performance at the time an insured incurs a loss; traveling to examination site, confers with, advises and provides information to insurance company representatives regarding examination findings; prepares reports on examination findings.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs examination procedures to support the findings in the examination report; reviews rates and rating procedures, including various records, documents, rating schedules and programs used by insurance companies.
2. Reviews claim files, including various supporting records and documents for their applicability or lack thereof.
3. Examines and reviews policies, endorsements and riders which are proposed for use and/or applied by insurance companies.
4. Reviews the examination plan and scopes of examination assigned and discusses each scope, its examination significance and the time allotted for the examination with the examiner-in-charge.
5. Discusses questionable items with the examiner-in-charge prior to attempting a solution and prior to expanding the examination scope.
6. Submits completed work papers for review by the examiner-in-charge.
7. Performs other duties as required or assigned which are reasonably within the scope of those enumerated above.

INSURANCE PERFORMANCE EXAMINER I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college with major coursework in insurance, finance, statistics, accounting or business administration.

Requires six months underwriting and/or claims experience.

Knowledges, Skills and Abilities

Requires working knowledge of underwriting and/or claims practices and procedures.

Requires essential personal characteristics to be a professional examiner, including integrity, maturity, dependability, tact and enthusiasm.

Requires ability to cooperate with others on the examination staff in a manner that recognizes the high importance of teamwork in completing an examination in a professional manner.

Requires ability to extend beyond the immediate demands of the assignment and to accept new responsibilities.

Requires ability to plan and implement a continuing program of self-development in examining skills and business management skills.

Requires ability to speak, write effectively and develop skills in communicating through examination working papers, memoranda and reports.

Requires possession of an appropriate valid driver's license.