

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

INSURANCE PERFORMANCE EXAMINER II

POSITION CODE: 21672  
Effective: 6-16-01

DISTINGUISHING FEATURES OF WORK:

Under direction, performs difficult and complex 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; performs the more difficult aspects of claims and rates examinations; has major impact on the final examination findings.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts the more complex and difficult portions of examinations; examines rates given specific risks, tracing these risks into the experience and statistics of the company as used in the promulgation of its experience; performs sophisticated interpretations of the statistics used in the development of experience to support rates promulgated.
2. May act as lead worker in directing the activities of other examiners involved in a particular performance examination.
3. Independently plans and devises his own work procedures, methods and techniques used in the examination, analysis and reporting of data and findings.
4. Performs detailed reviews and makes recommendations to supervisor concerning policies, endorsements and riders which are proposed for use and/or applied by insurance companies.
5. Performs other duties as required or assigned which are reasonably within the scope of those enumerated above.

## INSURANCE PERFORMANCE EXAMINER II (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 two years of professional underwriting and/or claims experience.

Knowledges, Skills and Abilities

Requires extensive 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.