

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

INSURANCE PERFORMANCE EXAMINER III

POSITION CODE: 21673
Effective: 4-1-75

DISTINGUISHING FEATURES OF WORK:

Under general direction, responsible for the conduct of field performance examinations and the supervision of the activities of assigned lower level examiners; planning the scope of examination, completing the examination in the scheduled time, drafting the report of examination, evaluating the performance of the assigned examiners and informing supervisor, the chief examiner and the Director of Insurance, as necessary, of the activities and the findings of the examination.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises the planning of examinations; determines the major problems and the basic approach to their examination; determines the timing of the various phases of the examination; discusses and reaches agreement with the company on the listings, materials and supplies to be furnished by the company; prepares a time budget and a determination of personnel requirements; submits the examination plan, including the time budget and personnel requirements, to the chief examiner soon after the examination field work has commenced.
2. Drafts the program of examination; selects appropriate examination procedures or approves procedures selected by assistants.
3. Reviews the examination scope with the assigned staff examiners; supervises their work; reviews the work as soon after completion as practicable to determine that the work is accurate, complete and in acceptable form.
4. Monitors for time over-runs which would indicate inefficiency in the examiner or problems being encountered; advises the chief examiner of all time over-runs and assumes responsibility for their justifications.
5. Drafts the examination report or reviews the drafts submitted by assigned staff examiners for submission to the chief examiner.

INSURANCE PERFORMANCE EXAMINER III (Continued)

6. Participates in the training and evaluation of the performance of each examiner under assigned supervision.
7. Performs other duties as required or assigned which are reasonably within the scope of those enumerated above.

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 three years of professional underwriting and/or claim experience.

Knowledges, Skills and Abilities

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

Requires essential personal characteristics to be a professional examiner, including integrity, maturity, dependability, tact, enthusiasm, sound business judgment, leadership ability and administrative skill.

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

Requires ability to manage people effectively and gain from them their efficient and effective participation.

Requires ability to make business judgments in more complex technical, examining and personnel areas.

Requires ability to make decisions and take action.

Requires ability to perform assignments accurately and complete them within the timeframe the incumbent has determined is required.