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Minimum Qualification Specification
for the Class:

INSURANCE PROGRAM SPECIALIST

Education Requirement:

Graduation from an accredited college or university with a bachelor's degree which included a minimum of 12 semester credit hours in accounting and/or auditing subjects. Excess specialized experience of the type and quality described below or responsible professional experience which involved maintaining general journals, general ledger, and related books and accounts, and preparing balance sheets, profit and loss statements, and related accounting and financial reports may be substituted for education on a year-for-year basis.

Experience Requirement:

General Experience: One-half year of work experience which provided general knowledge of the principles and practices of insurance.

Specialized Experience: Three years of progressively responsible insurance regulatory work experience which included responsibility for the interpretation of laws, rules, regulations, policies and standard and the analysis of the operations of insurance companies and the investigation of alleged violations requiring knowledge and application of principles and practices of accounting and auditing.

Supervisory Experience: One year of supervisory experience which included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing of new employees.

Substitutions Allowed:

Substitution of Certificate for Specialized Experience: Possession of a Chartered Life Underwriter (CLU), or Charter Property and Casualty Underwriter (CPCU) certificate obtained through a written examination may be substituted for one half year of General and two years of Specialized Experience.

Substitution of Specialized or Supervisory Experience for General Experience: Excess Specialized or Supervisory Experience may be substituted for General Experience on a month-for-month basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum qualification specification for the class INSURANCE PROGRAM SPECIALIST approved on May 4, 1972.

Date Approved: 11/14/86

/s/ Diana H. Kaapu
for JAMES H. TAKUSHI
Director of Personnel Services