



ASSOCIATE LIFE ACTUARY

EXAM CODE: 2IN97
EXAM TYPE: OPEN EXAMINATION
LOCATIONS: ALAMEDA, LOS ANGELES, SACRAMENTO, OAKLAND
SALARY INFORMATION: \$9,471 - \$12,921
CLASS/SCHEM CODE: 6089/LP16
RELEASE DATE: 01/01/2019
FINAL FILING DATE: CONTINUOUS FILING

EQUAL EMPLOYMENT OPPORTUNITY / DRUG FREE STATEMENTS

The state of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

POSITION DESCRIPTION

This is the journey level. Incumbents perform the more responsible and complex technical actuarial work and provide consultative services to management and others. Such duties include participating as an actuarial consultation in the conduct of financial examinations of insurers.

APPLICATION FILING INSTRUCTIONS

Final Filing Date:

Applications will be accepted on a **continuous basis.**

Who Should Apply:

Persons who meet the minimum qualifications as stated on this announcement may apply to take this examination. Once you have taken and passed this examination, **you may not retake it for twelve (12) months.**



How to Apply:

EMAILED APPLICATIONS ARE PREFERRED. Submit your completed [EXAMINATION/EMPLOYMENT APPLICATION \(STD 678\)](#) along with any required educational documentation (if applicable) via email at CDIExaminations@insurance.ca.gov Please include **Exam Code/Title: 2IN97 ASSOCIATE LIFE ACTUARY** in the subject line of your email.

The Examination/Employment Application (STD. 678) is available through your [CalCareer Account](#) or the internet at <https://jobs.ca.gov/pdf/STD678.pdf>.

Once your application has been verified as meeting the requirements for admittance to the examination, you will be **emailed** your test results. Please be sure to include your current email address on your application.

Applications may also be delivered in person or by mail. Incomplete applications will not be accepted. Applications must include: "to" and "from" dates (month/day/year), hours worked, civil service class title(s), for all work experience, and the exam code and title 2IN97 Associate Life Actuary. Resumes will not be accepted in lieu of a State Application (STD 678).

EMAIL SUBMISSION:

SUBJECT LINE: 2IN97 ASSOCIATE LIFE ACTUARY
EMAIL ADDRESS: CDIExaminations@insurance.ca.gov

Submitted no later than 11:59 p.m. Pacific Time by the cut-off date specified on this examination announcement.

FILE-IN-PERSON / MAILING ADDRESS:

DEPARTMENT OF INSURANCE
HUMAN RESOURCES MANAGEMENT DIVISION
ATTN: EXAMINATION UNIT
300 CAPITOL MALL, 13th FLOOR
SACRAMENTO, CA 95814

FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTATION LISTED ABOVE MAY RESULT IN DISQUALIFICATION FROM THIS EXAMINATION

Applications will be accepted on a continuous basis. Do not submit applications to the California Department of Human Resources (CalHR.).

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays to the same street address as listed above.

Completed applications and all required documents must be received or postmarked by the cut-off date in order to be considered for the current month. If an application is received after the cut-off date with a late or missing postmark, the application is considered late and will be included in the next cut-off date for processing. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered postmark dates for the purpose of determining timely filing of an application.



MINIMUM QUALIFICATIONS

Either Pattern I

One year of experience in the California state service performing the duties of a Supervising Actuarial Statistician; **or**

Two years of experience in the California state service performing the duties of a Senior Actuarial Statistician.

Or Pattern II

Experience: Three years of experience in either: (1) a responsible actuarial position in a life or health insurance company; (2) a responsible position as a consulting actuary involving life insurance, life annuities and health or disability insurance; or (3) a comparable actuarial position in another governmental agency. (Experience in the California state civil service applied toward this requirement must be at the level of responsibility provided in the promotional pattern.) **And**

Education: Equivalent to graduation from college preferably with a specialization in mathematics, insurance or accounting. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

EXAMINATION INFORMATION

EDUCATION AND EXPERIENCE – WEIGHTED 100%

This examination will consist of an evaluation of each candidate's education and experience as indicated on his/her application weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the evaluation process.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

The testing office will accept examination packets on a continuous basis. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Applicants will receive their score results 4-6 weeks after each cut-off date by US Postal mail. Names of successful competitors will be merged into the list in order of final scores, regardless of test date.

Continuous testing cut-off dates will be the last business day of each month and all applicants must meet the minimum qualifications as of the cut-off date.



ELIGIBLE LIST INFORMATION

An open eligible list will be established for the California Department of Insurance. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors' eligibility will expire **12 MONTHS** after it is established.

Career Credits will not be granted in this examination.

Effective January 1, 2014, **Veterans' Preference** will be awarded to qualifying Veterans who are successful in the examination in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in Rank 1 of the eligibility list, regardless of score. All open exams/eligible lists will award Veterans' Preference, regardless of the classification.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "examination application." You will be notified in writing to determine what assistance can be provided.

KNOWLEDGE, SKILLS, & ABILITIES

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will also be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Insurance principles and actuarial science particularly with respect to life, health and disability insurance and the financial structure of various types of life and health insurance companies.

Ability to:

2. Make complex and extensive actuarial and statistical computations.
3. Appraise accurately from actuarial and statistical data the financial structure of life and health insurance companies examined.
4. Prepare difficult and technical actuarial statistical reports and correspondence.
5. Analyze situations accurately and adopt an effective course of action.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of an Associateship in the Society of Actuaries.

GENERAL INFORMATION

The California Department of Insurance reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For an examination without a written feature, it is the candidate's responsibility to contact the California Department of Insurance, Human Resources Management Division at CDIExaminations@insurance.ca.gov three weeks after the cut-off date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.



Applications are available at the California Department of Insurance offices, California Department of Human Resources, local offices of the Employment Development Department, and on the internet at <https://www.calcareers.ca.gov/>.

If you meet the requirements stated on the reverse, you may take this examination. Your performance in this examination will be rated against predetermined rating criteria. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the examination or placement on the employment list.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, are used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Veterans Preference: Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:
1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status. The California Department of Human Resources has information on how to apply for Veterans' Preference on their website at <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx> and on the Application for Veterans' Preference form <http://calhr.ca.gov/Documents/CalHR-1093.pdf>. Additional information is also available at the Department of Veterans Affairs website at <https://www.calvet.ca.gov/>.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Candidates must be in a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment of records and personal history and fingerprinting may be required.

California Department of Insurance
Human Resources Management Division
Examinations & Classifications Unit
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
CDIExaminations@insurance.ca.gov

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.