ASSOCIATE LIFE ACTUARY

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

EQUAL EMPLOYMENT & 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.

Positions may be located in Los Angeles, Oakland, and San Francisco.

WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the application date. All applications/resumes must include “to” and “from” employment dates (month/day/year), time-base, and applicable classification titles.
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

TRAINING AND EXPERIENCE – WEIGHTED 100%

The Training and Experience Assessment is designed to elicit a range of specific information regarding each candidate’s knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. 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.

CONTINUOUS TESTING

The testing office will accept examination packets continuously. Testing is considered continuous as cut-off dates can be set at any time as needs warrant. 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. Names of successful competitors will be merged into the list in order of final scores, regardless of test date. Applications will be reviewed to ensure the minimum requirements for participation in this examination are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for 9 MONTHS from the established list 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.

FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Standard State Employment Application (Form STD 678)]
- [Conditions of Employment (Form 631)]
- Copy of school transcripts or degree (if applicable to meeting minimum qualifications)

**Send completed application package to:**
California Department of Insurance  
Human Resources Management Division
FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTATION LISTED ABOVE MAY RESULT IN DISQUALIFICATION FROM THIS EXAMINATION

Applications must be **POSTMARKED** no later than the cut-off date. Do not submit applications to the California Department of Human Resources (CalHR.) Electronic copies of the application will not be accepted. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes provided by the United States Postal Service (USPS) are not considered “postmarks” and as such are not acceptable proof of date of submission of an application.

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

- **EXAM CONTACT:** Mario Ayala-Noriega
- **PHONE NUMBER:** 916-492-3254
- **EMAIL ADDRESS:** Mario.Ayala-Noriega@Insurance.ca.gov

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, (916) 492-3254 three weeks after the final filing 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/](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, San Francisco, 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](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](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/](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 records and personal history and fingerprinting may be required.

California Department of Insurance
Human Resources Management Division
Selections & Recruitment Unit
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
916-492-3254

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.