

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
INSURANCE EXAMINER CHIEF**

I. INTRODUCTION

Purpose of this Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory positions located within the Office of the Commissioner of Insurance, Bureau of Market Regulations which function as Section Chiefs. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area. Positions must meet the definition of supervisor per s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

II. DEFINITION

This classification encompasses professional supervisory positions located within the Office of the Commissioner of Insurance, Bureau of Market Regulation. Positions allocated to this classification function as Section Chiefs and supervise Insurance Examiners involved in monitoring the market conduct of insurers licensed to do business in Wisconsin. These positions are responsible for administering and enforcing Wisconsin statutes and administrative rules relating to insurance policy forms and insurance company operations; reviewing and handling consumer complaints, conducting examinations regarding violations of the statutes and administrative rules; examining business practices and are involved in developing and promulgating the administrative rules. These positions perform supervisory duties including hiring, training, reviewing work, disciplining, and firing subordinate employees. These positions report to a bureau director.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and work activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective December 5, 1999 and announced in Bulletin CLR/SC-106. The old Insurance Examiner Supervisor classification was abolished effective December 5, 1999 and was separated into the two new classifications of Insurance Examiner Chief and Insurance Financial Examiner Chief in order to identify two distinctively different classifications which perform different duties and responsibilities and require different knowledge, skills and abilities.

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