

Specification for Class of

MARKET CONDUCT EXAMINER 2

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Within the Office of Insurance Commissioner, supervises one or more Market Conduct Examiners; or as a technical specialist designated in writing by the Deputy Commissioner, plans, coordinates and performs market conduct examinations of the operations of insurers, health care service contractors or health maintenance organizations, or other regulated entities.

Typical Work

Plans, directs, coordinates and reviews the work of other examiners who conduct market conduct examinations or investigations, and performs desk audits and field examination work;

Consults with the Chief Market Conduct Examiner and/or Chief Investigator in the preparation and scheduling of examinations or investigations to determine the scope and focus of examinations or investigations;

Designs audit programs or investigate formats tailored to the scope and focus of each examination or investigation;

Directs and participates in analysis of examination results and writing detailed reports of examinations, using a personal computer, word processing, spread sheet and data base software;

Personally handles more complex investigations and examinations;

Conducts interviews of insurer and executives of regulated entities in the course of examinations and/or utilize investigative techniques in obtaining statements of fact;

Provides training, instruction and support for other market conduct examiners;

Confers with, and reports to, the Chief Market Conduct Examiner or Chief Investigator as to progress and status of examination or investigations;

Reviews findings and makes recommendations for changes to executives, attorneys or other representatives of regulated entities;

May be required to travel within the State of Washington or throughout the United States;

Performs other work as required.

#### Knowledge and Abilities

Knowledge of: laws and regulations pertaining to insurance companies; principles of insurance sales, advertising, underwriting, rating, claims, accounting or similar services of an insurance company or rating organization; statistical sampling procedures; principles and practices of effective supervision.

Ability to: investigate, analyze and make complete and accurate examinations; write clear, concise and informative reports; supervise and train one or more entrance-level examiners; plan, schedule, organize and supervise examiners assigned to examine specific companies; deal tactfully but firmly with insurance company officials.

#### Minimum Qualifications

A Bachelor's degree and three years of professional experience in one or more of the following: insurance underwriting, rating, claims, or policy service with an insurance company, health care service contractor, health maintenance organization, or state insurance department. OR

A Bachelor's degree and three years of professional experience in investigations or regulatory compliance.

Additional qualifying experience may substitute, year for year, for education.

New class: 8-15-86

Revised definition and minimum qualifications: 12-9-88

Revised definition, minimum qualifications and general revision:  
9-11-98

Revised definition and minimum qualifications: 7-13-01