

Class Concept

The primary purpose of these positions is to supervise and manage the operations and personnel of a Regional Office of the Department of Insurance. Position acts as a personal representative of the Commissioner of Insurance, attending seminars, meetings and other scheduled programs on the Commissioner's behalf.

The Special Assistants are also responsible for promoting and extending Department of Insurance services to the citizens in their region. Positions work with local governments, local fire and rescue departments, individual consumers and Department of Insurance employees to resolve regulatory and advocacy activities. These include Department activities in the areas of consumer contacts, Seniors Health Insurance Information services, fire and rescue grants, local fire ratings and other assistance, criminal investigations, agent licensing, and other related activities. Positions deliver speeches, attend various meetings, participate in interviews with local media and serve on panels that are involved in Department of Insurance activities. Positions require extensive travel in the assigned region area.

Positions report directly to the Assistant Commissioner. Work may include other duties as assigned by management

Recruitment Standards

Knowledge, Skills and Abilities

- Working knowledge of Department of Insurance functions, including insurance policy rules, fire and rescue operations, law enforcement procedures, building or mechanical codes, and injury prevention programs.
- Ability to establish and maintain effective working relationships with local elected officials, consumers, insurance company representatives and agents, fire and rescue officials, and the general public.
- Ability to make presentations before groups of consumers and/or insurance and regulated entity personnel or other interested/affected parties;
- Ability to express oneself clearly and concisely in oral and written form.
- Ability to assign work and establish work rules and acceptable levels of quality and quantity of work;

Minimum Education and Experience

Bachelor's degree in insurance, business administration, community planning, or related area from an appropriately accredited institution and five years of experience in varied components of the insurance industry or in consultative/administrative work with government systems; or, an equivalent combination of education and experience.