

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ACTUARIAL EXAMINER

POSITION CODE: 00195
Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under direction, performs higher mathematics, e.g., calculus, finite math, and statistical tests in the conduct of actuarial analysis and examinations of life, accident and health, or property and casualty insurance companies; examines companies' policy contract assets and liabilities that are developed through the application of actuarial science, for compliance with the minimum standards prescribed by Illinois law and department regulations; analyzes insurance companies' annual statements for actuarial soundness of reserves and the propriety of reporting techniques; prepares written reports in order to accurately depict a company's financial position and operations. Work is performed independently, but guidelines are provided through department or bureau policy, regulations and/or procedures. The examination results are reviewed by the actuarial supervisor for final comment.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts financial examinations relative to actuarial science and does actuarial examinations of life, accident, health, property and casualty insurance companies, and reinsurance reserves; assures procedures, methods and forms used by the company are in accordance with the Illinois Insurance Code, rules and regulations; confers with company officials or consulting actuarial examiners as to the propriety of actuarial methods and procedures; prepares written reports, correspondence, work papers and conclusions drawn from examinations.
2. Conducts tests and analyses of the adequacy and soundness of liabilities as established for policy benefits as outlined in the annual statement; verifies the accuracy of annual statement figures relating to the actuarial field by reviewing a company's work, determining how figures were derived, and testing the figures by sampling calculations; determines if any errors in the derivation of figures in the annual statement are significant; checks policies making sure the proper liability for future claim payments has been established.
3. Tests reserve factors for correctness using published tables or formulas as generated by the company; ensures that previously tested factors have not been changed since the time they were accepted; computes gross or net premiums according to standard actuarial formulas or those created by the company.
4. Checks nonforfeiture values allowed on termination of policies as to the accuracy of the benefits allowed on termination.
5. Reviews and analyzes reinsurance treaties and contracts for compliance with the code, rules and regulations, and evaluates the reserve credit thereon; determines the effect of reinsurance treaties on a company's financial condition.

ACTUARIAL EXAMINER (Continued)

6. Determines if domestic companies are paying the correct valuation fee based upon the insurance in force on directly written business; determines if life insurance reserves are reasonably consistent with prior years.
7. Conducts audits and test calculations in the determination of the completeness and correctness of the loss and loss adjustment expense reserves and of the liabilities for unearned premium reserves on property and casualty policies.
8. Tests the completeness and accuracy of in force inventories by: selecting a sample of policies, recomputing gross premiums, tracing all benefits comprising gross premiums into respective reserve runs, selecting a sample of policies that are on reserve inventory, and reviewing application files in order to determine that all policies are active and valuation information is accurate.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college, including 21 semester hours of coursework in mathematics and/or actuarial science.

Requires one year of professional experience in conducting actuarial examinations of insurance companies, or completion of an approved training program.

Knowledges, Skills and Abilities

Requires working knowledge of insurance company contracts and policies.

Requires working knowledge of insurance code and Illinois laws pertaining to insurance.

Requires working knowledge of higher mathematics as related to actuarial problems, e.g., computational mathematics, actuarial theory and practice, and statistical theory.

Requires working knowledge of mortality and morbidity tables and their application in the determination of premiums, reserves and other actuarial functions.

Requires working knowledge of actuarial procedures and of the formulae used in making actuarial computations.

Requires working knowledge of actuarial procedures and formulae needed to determine the compliance of policy forms with statutory and other requirements.

Requires ability to make actuarial computations and analyze those made by insurance companies.

Requires ability to prepare clear, actuarially sound, accurate and informative reports containing findings, conclusions and recommendations.

Requires ability to plan and carry out policy review, analysis and statistical work.

Requires ability to utilize the approved formulae and procedures in making actuarial computations.

Requires ability to maintain actuarial records and files.

Requires possession of an appropriate valid driver's license.