JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STUDENT ASSISTANT
$9.05 - $12.12/HOUR
FINANCIAL SURVEILLANCE BRANCH
ACTUARIAL OFFICE
LOS ANGELES
MULTIPLE POSITIONS

RESPONSIBILITIES:
The Student Assistant supports the Actuarial Office while working under close supervision; compiles actuarial compliance checklists and data, summarizes and verifies information submitted by insurers, verifies that insurers have addressed required actuarial considerations in actuarial submissions, creates and maintains databases, generates charts and reports. Typical duties include but are not limited to:

Compile actuarial compliance checklists, review and verify rate and forms submissions from insurers; extract and compile actuarial data; review actuarial reports to verify compliance; design and compile policy and rate history summaries; calculate and compile rates, loss ratios, reserves, and policy values; examine appropriateness of rating structures and rate relativities; perform internet search of insurers and other agencies for measurement standards and other topics of actuarial interest; and conduct studies to assess possible regulatory improvements.

DESIRABLE QUALIFICATIONS:
- Dependable
- Able to follow instructions
- Willing to take initiative
- Good interpersonal skills
- Able to speak and write effectively and with clarity
- High work and personal skills, knowledge of computer applications desirable in Word, Excel, Access, PowerPoint, and APL

WHO MAY APPLY:
Applications will be accepted from current Student Assistants employed by the State of California or applicants currently enrolled in a college or university. Applicants must provide proof of enrollment as a student assistant in an appropriate college or university program and provide a copy of college transcripts. Applicants with a major course of study in Mathematics or Actuarial Science are preferred; however, student assistant applicants with an undeclared major may also apply.

12/04/15 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

“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, genotypic information, marital status, medical condition, military or veteran status, national origin, public or private affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.”

Consumer Hotline (800) 927-HELP • Producer Licensing (800) 967-9331
APPLICATION PROCEDURE:
Please mail a completed standard State Application STD 678, and proof of meeting the minimum qualifications of the classification to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. PLEASE INDICATE “Student Assistant, PSN # 413-356-4870-XXX” ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered. For additional information, please call Malinda Randolph at (916) 492-3300.

FINAL FILING DATE: Until Filled

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant’s name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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