

State of Washington
Office of the Insurance Commissioner
invites applications for the position of:
Insurance Enforcement Specialist

SALARY: Depends on Qualifications

OPENING DATE: 09/30/20

CLOSING DATE: Continuous

DESCRIPTION:



OFFICE of the
**INSURANCE
COMMISSIONER**
WASHINGTON STATE

The Office of the Insurance Commissioner's priority during the Covid-19 health crisis is to keep our staff, candidates, and the public safe. We are still hiring and encourage you to apply to open positions. Telework (mobile-work) is currently expected and the incumbent must have internet access and connectivity. When approved to return, the incumbent is expected to report to the duty station or may be approved for telework based on OIC's telework policy.

*We are actively recruiting to fill a limited duration, full-time, benefits eligible, civil service exempt **Insurance Enforcement Specialist** position. We anticipate this appointment to last through approximately **June 30, 2021**.*

The Office of the Insurance Commissioner's (OIC) Insurance Enforcement Unit is seeking a motivated and qualified individual to fill an **exempt** appointment as an **Insurance Enforcement Specialist**. This position is assigned to the Legal Affairs Division, located in our [Tumwater](#) office.

As an Insurance Enforcement Specialist, you will work with investigative staff and subject matter experts from around the agency to take action against licensed insurance professionals and companies for violations of the insurance code. Enforcement actions range from cease and desist orders and compliance plans to seven-figure fines. You may litigate these actions at the administrative level, including negotiating appropriate consent orders and settlements. In addition, as an Insurance Enforcement Specialist you would provide assistance to staff within the agency and participate on teams aimed to develop rules, legislation, initiatives, and other projects. Examples of past and current work includes the implementation of health care reform, the use of consumer credit scores in insurance rates, and industry-wide enforcement of service contractor registration.

If you are interested in putting your legal and writing skills to work in a complex and dynamic regulatory environment, and you would like to protect consumer's interests while promoting a healthy insurance market for Washington State, please apply and become part of our team!

This is a **civil service exempt** position. Salary *depends on qualifications*, with up to an annual maximum salary of \$82,800.

*This recruitment will remain open until the position is filled. The agency reserves the right to make a hiring decision at any time after the initial screening date on **October 14, 2020**. It is in the applicant's best interest to submit materials as soon as possible.*

AGENCY PROFILE AND VALUES

The Office of the Insurance Commissioner (OIC) operates under the direction of the state's Insurance Commissioner, a statewide elected official. Our mission is to provide consumer protection and regulation of the state's insurance industry.

With a workforce of approximately 240 employees, we are one of the smaller state agencies in Washington state government and are fortunate to have a stable funding source that does not rely on the state's general fund.

Because we are a small agency, you will truly get a chance to understand the 'big picture' of what we do and why we do it. You will also have a chance to get to know your co-workers.

We have high employee satisfaction scores and we value diversity in the workplace. We challenge our employees to continuously improve the way we do business, and to meet and exceed the needs of our customers.

To learn more about this agency, we invite you to visit our website at <http://www.insurance.wa.gov/> and [listen to our employees talk about why they love working here.](#)

BENEFITS OF WORKING FOR OIC

As an eligible state employee, Washington State offers:

- *An outstanding benefits package and retirement plans.*
- *Training and development opportunities, including tuition reimbursement.*
- *Program for [Public Service Loan Forgiveness](#) (if applicable)*
- *Free parking at our main office in Tumwater.*
- *A stable funding source that does not rely on the state's general fund.*
- *The fulfillment of public service.*
- *Excellent work-life balance.*
- *Commitment to diversity in the workplace and support one another with respect and trust.*
- *Free Thurston County InterCity Transit STAR pass for public transportation.*

DUTIES:

- Reviews cases to ensure that action is factually supportable and legally defensible.
- Researches relevant laws and comparable cases to determine a range of appropriate agency action by utilizing a variety of resources including LexisNexis, publications, and internal databases.
- Prepares memoranda for agency enforcement committees, verbally summarizes and presents the cases, and makes recommendations for appropriate enforcement actions.
- Meets with referring parties to review cases and finalize recommendations.
- Drafts disciplinary orders, admonitory letters, compliance plans, letters and closing memoranda,
- Drafts disciplinary orders, letters of advisement, compliance plans, letters and closing memoranda.
- Negotiates penalties and/or appropriate remedial measures to be taken.
- Presents OIC's position at hearings before the Presiding Officer and the Office of Administrative Hearings.
- Drafts briefs, pleadings, and motions; prepares discovery and associated responses, oral arguments, exhibits and examination and cross examination of witnesses; and presents evidence using the rules of evidence contained in the Administrative Procedures Act.
- Responds to requests for analysis requiring the interpretation of insurance law and regulation, both state and federal.
- Participates in the review and drafting of legislation and regulations.

QUALIFICATIONS:

Required:

- Graduation from an accredited law school.
- Possession of a current license to practice law (preferably from Washington State)

Preferred/Desired Qualifications of this position include:

- Experience in the insurance industry or insurance regulation field (either as an attorney or practitioner).
- Experience in government regulation and enforcement.
- Experience with participating in administrative hearings as an attorney.
- Paid litigation experience.
- Familiarity with the Washington State Legislative process, including bill analysis.

How to Apply: Applications for this recruitment will be accepted electronically. Please [CLICK HERE](#) to apply through our website. If you have not done so previously, you will need to set up an account profile.

Please provide three (3) **professional** references on your application. A professional reference is defined as an individual who has been paid to supervise your work and can attest to your work performance, technical skills, and job competencies. If you do not have any or sufficient professional references, please include non-related professionals, such as educators or other professional associates.

The *initial* screening will be based on the content and completeness of your application and the materials submitted. All information may be verified and documentation may be required. Applications with comments such as "see attachments" or "see resume" in the supplemental question responses will be considered incomplete. General suggestions for creating a good application:

- Read the job posting very carefully. Find out as much as you can about the position.
- Make sure you are very diligent in following all the application instructions. Include all requested documentation.
- Make sure your application and supplemental question responses address *how* you meet each of the required and desired qualifications.
- Carefully read each of the supplemental questions and respond completely to each one. Pay attention to each component of the question, providing examples, and thoroughly describing when and where you achieved the experience. Detail the types of work you performed, the work products, etc., to demonstrate 'how'.
- Specifically include all of your work experiences doing the same or similar work, especially if you reference work in these jobs in describing when/where you gained experience or skills.
- Make sure your application reflects your best writing.

Contact us: For inquiries about this position, please contact Katie Bennett at KatieB@oic.wa.gov

Other Information:

- If a degree or other credentials are listed by the candidate, proof will be required at the finalist stage. Candidates are encouraged to pre-plan for this. University degrees must be recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA) or foreign equivalent
- Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.
- If claiming veteran status, please send your DD 214 to recruitment@oic.wa.gov with **Ins Enforcement Specialist - DD214** in the **subject** line. Please do not attach the DD 214

to your application materials. Please black out personally identifiable data such as social security numbers.

- The Office of Insurance Commissioner is an equal opportunity employer. Auxiliary aides and services are available upon request to individuals with disabilities. Please contact the recruiter listed above.
- If you are having technical difficulties creating, accessing (log in, password or email issues) or completing your application (error messages), please call toll-free at (855) 524-5627.
- For general questions regarding applying for jobs, contact the recruiter or careershelp@des.wa.gov.

