NOTICE OF VACANCY

STATEWIDE-PUBLIC

POSTING NO.: BIA-2022-093
OPENING DATE: June 24, 2022

TITLE: Actuarial Analyst
CLOSING DATE: July 24, 2022

DIVISION: Insurance

UNIT: Life and Health
RANGE: P98

LOCATION: Trenton, NJ

OPEN TO: Candidates who meet the open competitive requirements, subject to current promotional and hiring restrictions.

DEFINITION
Under the general supervision of a Managing Actuary or other higher level official in the Department of Banking and Insurance or the Department of Human Services, does varied actuarial work in connection with the valuation of policy and loss reserves, financial and statistical analysis, review of rates, rules, and forms submissions of life and health companies and/or property and casualty companies, including health services and prepayment plans and related institutions; does other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor’s degree including or supplemented by twelve (12) semester hour credits in mathematics and/or statistics.

NOTE: As a condition of employment, appointees must comply with the continuing education requirements as outlined in the American Academy of Actuaries’ Qualification Standards for Actuaries Issuing Statements of Actuarial Opinion in the United States.

LICENSE: Appointees must possess an Associate credential (ASA) from the Society of Actuaries.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), effective September 1, 2011, newly hired State government employees must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements are subject to removal from employment.

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Interested applicants should submit a letter of interest, transcripts, proof of ASA credential, resume and three (3) professional references of your current or former supervisors or managers - please only provide references for those to whom you have reported in the workplace and those who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All documents should be submitted in PDF format by July 24, 2022 to: human.resources@dobi.nj.gov. Please include posting # BIA-2022-093 in the subject line of the email.

NOTE: If you have previously applied for posting number BIA-2020-045 for the Actuarial Analyst, range P 98, which closed on May 7, 2022 you will be considered for this Actuarial Analyst, range P 98 position and you do not have to reapply. Resumes received in response to either posting will be considered.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission website at: http://www.state.nj.us/csc/seekers/about/steps/step2.html.