



# State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE

ADMINISTRATION

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PHILLIP MURPHY  
Governor

JUSTIN ZIMMERMAN  
Commissioner

TAHESHA L. WAY  
Lt. Governor

ILA BHATNAGAR  
Assistant Commissioner

The New Jersey Department of Banking & Insurance invites qualified candidates to apply for the following position:

POSTING NUMBER	2023-BIA-074 (REPOST)				
TITLE & TITLE CODE IF APPLICABLE	Title: Assistant Commissioner of the Office of Property and Casualty (Assistant Insurance Commissioner) <b>UNCLASSIFIED NJSA 11:4-4U</b>  Title Code: 55003	OPENING DATE	November 20, 2024	CLOSING DATE	Until Position is Filled
UNIT & LOCATION	Office of Property and Casualty Mary Roebling Building 20 W. State Street Trenton, New Jersey	TITLE RANGE	M98		
		SALARY RANGE			
		STARTING SALARY	\$160,000.00		
OPEN TO	General Public				
TITLE DESCRIPTION	<p>Under the direction of the Director of Insurance or other appropriate level manager, provides executive guidance and direction, and establishes policy regarding the operation of one of the major operating Units within the Division of Insurance, the Office of Property and Casualty; organize, supervise and manage the Office of Property &amp; Casualty in the Division of Insurance, in consultation with the Insurance Division Director, in accordance with applicable laws and the mission and goals of the Department.</p> <p>The Assistant Insurance Commissioner is an integral member of the management team with the responsibilities of overseeing the preparation and monitoring of the budget and other administrative functions of the Office; has responsibility for employee evaluations and effectively recommending personnel actions for prospective and current employees in the Office of Property and Casualty; ensuring filings are reviewed in accordance with regulatory requirements and applicable timeframes; formulating and implementing procedural guidelines to implement policies of the Office of Property and Casualty; preparing and overseeing the preparation of clear, technically sound, accurate and informative market, statistical, financial, and other reports containing findings, conclusions, and recommendations; directing the establishment and maintenance of essential records, reports and files; reviewing responses to inquiries and complaints; communicating with industry representatives and the public, representing the Department with industry boards and committees; evaluating and proposing statutory and regulatory changes; serving as a subject matter expert to in the Insurance Division, participating in special projects, as needed, and other related work as required.</p>				
EDUCATIONAL REQUIREMENTS	<p>Graduation from an accredited college with a Bachelor's degree.</p> <p><b>A TRUE AND ACCURATE COPY OF A TRANSCRIPT EVIDENCING ACHIEVEMENT OF DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY MUST BE INCLUDED WITH YOUR APPLICATION; IF THE TRANSCRIPT IS NOT SUBMITTED ALONG WITH YOUR APPLICATION, YOUR APPLICATION MAY NOT BE CONSIDERED.</b></p> <p>Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.</p>				

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<b>EXPERIENCE REQUIREMENTS</b>	<p>Eight years of administrative experience in insurance programs; four years of which shall have included managerial experience.</p> <p>Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.</p>
<b>LICENSE REQUIREMENTS</b>	<p>Appointees 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.</p>

<b>RESIDENCY REQUIREMENTS</b>	<p>The "New Jersey First Act," <a href="#">N.J.S.A. 52:14-7 (L. 2011, Chapter 70)</a> effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new or prospective employees should be aware of the following:</p> <p>Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011, or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.</p>
<b>GENERAL INFORMATION</b>	<p><u>Medical Accommodation Requests:</u> The New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities upon request in accordance with the law. If you need a reasonable accommodation for any part of the application, interview, and/or hiring process, please contact the Department's ADA/Medical Accommodations Coordinator, Lisa Clapp, at <a href="mailto:lisa.clapp@dobi.nj.gov">lisa.clapp@dobi.nj.gov</a> or (609) 940-7337, for assistance.</p> <p><u>Telework:</u> This position may be eligible to participate in the Department's pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department's Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.</p> <p><u>Benefits:</u> For questions regarding health insurance and other job-related benefits, please direct inquiries to the Department's Human Resources Office at the email address provided below.</p> <p><u>Hours of Work:</u> The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No-Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.</p> <p><u>State as a Model Employer ("SAME") Applicants:</u> If you are applying for this position under the State of New Jersey's SAME Program, please note that your supporting documents (i.e. Schedule A or B Letter), must be submitted along with your Resume, by the closing date indicated above. For information on the SAME Program, please visit the New Jersey Civil Service Commission's ("CSC") website at: <a href="https://nj.gov/csc/same/overview/index.shtml">Civil Service Commission   Overview (https://nj.gov/csc/same/overview/index.shtml)</a>, and for any questions regarding the SAME program, please contact CSC by email: <a href="mailto:CSC-Same@csc.nj.gov">CSC-Same@csc.nj.gov</a>, or by phone at: 609-292-4144, "option 3".</p>

#### APPLICATION INSTRUCTIONS

Applicants must submit a Letter of Interest, Resume, transcript(s) if specified above, and three (3) professional references of your current or former supervisors/ managers- please only provide references for those to whom you have reported in the workplace and who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All application documents must be submitted by the Closing Date specified above to the Department of Banking and Insurance's Human Resources Office at [Recruitment\\_Hiring@dobi.nj.gov](mailto:Recruitment_Hiring@dobi.nj.gov), with your last name and the BIA Posting Number above included in the subject line of your email. Thank you.