



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE

ADMINISTRATION

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MIKIE SHERRILL
Governor

SUSAN OCHS
Acting Commissioner

DR. DALE G. CALDWELL
Lt. Governor

TEL (609) 292-7272

ILA BHATNAGAR
Assistant Commissioner

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

POSTING NUMBER	2026-BIA-082	OPENING DATE	August 7, 2026	CLOSING DATE	Until filled
TITLE & TITLE CODE IF APPLICABLE	Title: Assistant Insurance Commissioner UNCLASSIFIED NJSA 11:4-4U Title Code: 55003				
UNIT & LOCATION	Consumer Protection Services Mary Roebling Building 20 W. State Street Trenton, New Jersey	TITLE & SALARY RANGE	M98 \$165,000.00 - \$175,000.00		
OPEN TO	General Public				
TITLE DESCRIPTION	Under the direction of the Commissioner and/or Deputy Commissioner of the Department of Insurance, provides executive guidance and direction, and establishes policy regarding the operation of more than one major operating Division or Units; does related work as required. The Department of Banking and Insurance (DOBI) seeks an experienced leader to serve as Assistant Insurance Commissioner, Office of Consumer Protection Services (CPS). Reporting to the Director of Insurance, this position plays a critical role ensuring the Department fulfills its mission to protect consumers and drive accountability in the insurance industry. This role manages four units – Consumer Assistance, Licensing, Market Regulation, and Enforcement – with staff totaling approximately 60 employees. • <u>Consumer Assistance</u> is the unit that receives inbound consumer inquiries, investigates complaints against insurance companies and other licensed entities, and responds to disasters involving insurance. • <u>Licensing</u> reviews applications and issues new and renewal licenses to insurance producers and public adjusters. • <u>Market Regulation</u> conducts market analysis and market conduct examinations of insurance companies to ensure compliance with state laws regarding claims, underwriting and marketing. May issue penalties where violations are identified. • <u>Enforcement</u> investigates alleged violations of law by insurance companies, producers, public adjusters and other licensed entities, and may issue penalties where violations are identified. Duties: • Oversee licensing, examination and enforcement functions, including providing strategic direction; review settlement memoranda, Orders to Show Cause, Consent Orders, Final Orders and denials of producer licenses. • Determine approach and priorities for market conduct examinations, including exam schedule, reports, and settlement negotiations. • Assist the Attorney General’s Office/Division of Law in prosecution of cases in the Office of Administrative Law. • Work with team and partners in the Insurance Division to monitor consumer inquiries to identify trends and systemic issues as well as ensure the timeliness and accuracy of Department responses. • Provide updates to and advise the Commissioner and other members of senior staff. • Serve on various Board and Commissions, and represent the Department on designated National Association of Insurance Commissioners (NAIC) committees, as needed. For full CSC description, visit info.csc.nj.gov/jobspec/55003.htm				

**EXPERIENCE
REQUIREMENTS**

REQUIREMENTS

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.

Graduation from an accredited college with a Bachelor's degree. Juris Doctorate degree from an accredited law school strongly preferred.

Eight years of administrative experience in insurance programs; four years of which shall have included managerial experience.

PREFERRED EXPERIENCE

Requirements:

- **At least 10 years of experience with enforcement and prosecution procedures**
- **Experience with insurance industry strongly preferred**
- **Demonstrated commitment to consumer protection**
- **Experience managing teams and overseeing multiple processes**

RESIDENCY REQUIREMENTS	The “New Jersey First Act,” 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: 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. For more information, please visit Department of Labor & Workforce Development New Jersey First Act
GENERAL INFORMATION	<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 lisa.clapp@dob.nj.gov or (609) 940-7337, for assistance. <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: Civil Service Commission Overview (https://nj.gov/csc/same/overview/index.shtml), and for any questions regarding the SAME program, please contact CSC by email: CSC-Same@csc.nj.gov, or by phone at: 609-292-4144, “option 3”. <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. ADDITIONAL INFORMATION • Health Benefits, including Dental, effective 60 days from hire date. This also includes a robust prescription plan. • Vision care partial reimbursement for exams, glasses and/or contacts. • Earn 20 vacation days per year as an unclassified employee. May carry up to one year of earned vacation time into the next succeeding year only. • Earn up to 15 sick days per year, which may be carried from year to year on an unlimited basis. Will also receive 1 additional bereavement day, applying to immediate family members. • Will receive up to 3 personal days per year (Administrative Leave Days). • Receives 13 paid Holidays per year. • Per the most recent collective bargaining agreement ending June 30, 2027, union-represented employees will receive the following salary increases: ○ 3.5% Across the board for each of the 4 years of the contract, beginning July 1, 2023. ○ Continued salary steps each year at approximately 3.7% (1.5 years from step 8 to step 9, and 2 years from step 9 to step 10, and step 10 to step 11). • Mandatory enrollment in a fixed Pension Plan. Employee contribution is 7.5% of salary. Vested after 10 years. • May qualify for Telework up to 2 days per week after a period of training and acclimation to the department.
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@dob.nj.gov, with your last name and the BIA Posting Number above included in the subject line of your email. Thank you.	