



# ANNOUNCEMENT FOR OPEN TESTING ASSOCIATE LIFE ACTUARY CONTINUOUS TESTING

LP16-6089 9HADD

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, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**WHO SHOULD APPLY:** Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

**HOW TO APPLY:** To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <https://jobs.ca.gov/pdf/STD678.pdf>, and may be filed in person or by mail with:

**By Mail:**

DEPARTMENT OF HEALTH CARE SERVICES  
Human Resources Branch  
Selection Unit  
P.O. BOX 997411, MS 1300  
Sacramento, CA 95899-7411

**In Person:**

DEPARTMENT OF HEALTH CARE SERVICES  
Human Resources Branch  
Selection Unit  
1501 Capitol Avenue, Suite 71.1501  
Sacramento, CA 95814

**Phone Number:** (916) 327-7284

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)**

**FILING DEADLINE:** Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously; and will notify and test applicants as needs warrant. However, pre-established filing dates are scheduled every three months. The filing dates are:

**January 31, 2017**

**April 30, 2017**

**July 31, 2017**

**October 31, 2017**

**TESTING PERIOD:** Once you have taken the examination, you may not retest for 12 months from the established list date.

**SALARY RANGES:**

**Range A:** \$7,357.00 - \$9,213.00 per month

**Range B:** \$8,016.00 - \$10,037.00 per month

**POSITION DESCRIPTION:** Under the direction of the Staff Services Manager I, the Associate Life Actuary serves as the Department of Health Care Services expert in the development and use of sound actuarial methods of establishing capitation rates and related contractual reimbursement provision for Prepaid Health Plans and other prepaid health care service organizations. The Associate Life Actuary oversees and directs the technical work of the Capitation Projects team, and performs the work of average difficulty or sensitivity. The Associate Life Actuary also provides technical guidance to staff.

Positions exist with the Department of Health Care Services in: **Sacramento**

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**NOTE:** Applications/resumes **MUST** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **MUST** include title, semester or quarter units, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

**MINIMUM QUALIFICATIONS:** Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

**Either I**

One year of experience in the California state service performing the duties of a Supervising Actuarial Statistician; or two years of experience in the California state service performing the duties of a Senior Actuarial Statistician.

**Or II**

**Experience:** Three years of experience in either: (1) a responsible actuarial position in a life or health insurance company; (2) a responsible position as a consulting actuary involving life insurance, life annuities and health or disability insurance; or (3) a comparable actuarial position in another governmental agency. (Experience in the California state civil service applied toward this requirement must be at the level of responsibility provided in the promotional pattern.)

**AND**

**Education:** Equivalent to graduation from college preferably with a specialization in mathematics, insurance, or accounting. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**GENERAL QUALIFICATIONS:** In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

**EXAMINATION INFORMATION:** This examination utilizes an evaluation of Education and Experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted, but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules, and all competitors will be notified.

**SCOPE:** Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring, relative to job demands, each competitor's:

**Knowledge of:**

1. Insurance principles and actuarial science, particularly with respect to health insurance.
2. The financial structure of various types of health insurance companies.
3. Actuarial policies and procedures to effectively perform complex actuarial functions.
4. Actuarial principles, methods, and analysis in order to develop capitation rates.
5. Statistical methods and computer data processing to conduct the more complex actuarial analyses and computations.
6. Capitation rate reimbursement methodology to insure proper technical, actuarial, and statistical reports.
7. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials, prepared and reviewed, are complete, concise, and free of mechanical errors.
8. Capitation rates for California's Medi-Cal Managed Care Program associated with the expansion of managed care.
9. The legislative process and bill analyses to understand the impact legislative changes will have on rates.

**Skill to:**

1. Verify the accuracy, adequacy, and actuarial equivalence of proposed capitation rates.
2. Compile and integrate varied and complex actuarial data in order to develop capitation rates and understand the impact of proposed changes.
3. Provide technical guidance to non-actuarial professional staff in order to provide explanations of processes and results in areas where non-actuarial staff are assisting.
4. Listen to others to facilitate an open exchange of ideas and provide for effective two-way communication.
5. Objectively identify all facts and implications related to a situation before drawing conclusions and determining course(s) of action.
6. Prepare clear, concise, and accurate reports, correspondence, and other job related documents, with the use of various actuarial tools.
7. Communicate verbally, in person or by telephone, clearly and concisely, with a variety of audiences.

8. Conduct and review the more complex actuarial analyses and computations, using advanced statistical methods, computer data processing skills, and expert judgment.
9. Identify and develop varied and complex actuarial data in order to develop capitation rates and understand the impact of proposed changes.
10. Perform the more complex actuarial research and analyses in order to complete assignments in a timely manner.
11. Provide professional and technical advice concerning the Medi-Cal program.
12. Make presentations on actuarial rate setting policy and techniques.

**Ability to:**

1. Prepare difficult and technical actuarial statistical reports and correspondence.
2. Analyze situations accurately and adopt an effective course of action.
3. Be sensitive to insurers and hospitals when developing capitation rates.
4. Act as a lead on actuarial projects.
5. Appropriately handle stressful situations in the workplace, in a professional and tactful manner.
6. Adapt to changes in priorities, work assignments, and other interruptions, which may impact pre-determined courses of action for completing or progressing with work tasks.
7. Establish and maintain cooperative relations with those contacted in the workplace.
8. Use office equipment, such as fax machines, calculators, copy machines, PCs, etc.
9. Make complex and extensive actuarial and statistical computations.
10. Testify at public hearings, legislative meetings, and judicial proceedings on behalf of DHCS.
11. Assist with unit workload and management.

**ELIGIBLE LIST INFORMATION:** Possession of the entrance requirement does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. Names of successful competitors are merged into the list, in order of the final scores, regardless of date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**NOTE:** Transfer of list eligibility **is not permitted** from a list established by an E&E examination to a list established by any other type of examination.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

**VETERANS PREFERENCE:** Effective January 1, 2014, veterans' preference will be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open, competitive examination.
3. Veterans' preference is not granted once a person achieves permanent civil service status.

Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form (Std. Form 1093), which is available from the California Department of Human Resources or the department shown on this announcement.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929      MCI from voice telephone: 1-800-735-2922  
Sprint from TDD: 1-888-877-5378      Sprint from voice telephone: 1-888-877-5379