



OPEN EXAMINATION  
**Senior Life Actuary**  
CONTINUOUS TESTING

LP14 - 6068 9HABB

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/Public/StateForms.aspx>, and may be filed in person or by mail with:

DEPARTMENT OF HEALTH CARE SERVICES (916) 327-7284  
Selection and Certification Unit  
In Person: 1501 Capitol Avenue, Suite 1501  
By Mail: MS 1300  
P.O. BOX 997411  
Sacramento, CA 95899-7411

**DO NOT SUBMIT APPLICATIONS TO CALIFORNIA DEPARTMENT OF HUMAN RESOURCES**

**FILING DEADLINE:** Testing is considered continuous as dates can be set at any time. However, pre-established filing dates are scheduled every three months.

Application must be submitted by the filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the filing date, will be held for the next administration of the exam. The filing dates are:

February 28, 2016      May 31, 2016      August 31, 2016      November 30, 2016

**TESTING PERIOD:** A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31.

**SALARY RANGES:** \$7,820 - \$10,692 per month plus an additional 10.99% recruitment and retention salary.

**POSITION DESCRIPTION:** Incumbents work independently on the most complex actuarial analysis projects, draft guidelines for the conduct of the actuarial aspects of financial examination of insurers and provide statements of actuarial opinion for specific certification of insurers' solvency in the future.

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 an Associate Life Actuary.

**Or II**

Experience: Four 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 health or disability insurance, or (3) a comparable actuarial position in another governmental agency. (Experience in the California state 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:** In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:

**Knowledge of:** Insurance principles and actuarial science particularly with respect to life, health and disability insurance and the financial structure of various types of life and health insurance companies.

**Ability to:**

1. Make complex and extensive actuarial and statistical computations.
2. Appraise accurately from actuarial and statistical data the financial structure of life and health insurance companies examined.
3. Prepare difficult and technical actuarial statistical reports and correspondence.
4. Analyze situations accurately and adopt an effective source of action.

**ELIGIBLE LIST INFORMATION:** Names of successful competitors are merged into a departmental open list established for use by the Department of Health Care Services in order of final scores regardless of testing 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. All candidates meeting the minimum qualifications will be placed on the eligible list.

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:** Veterans' preference will be awarded in this examination, pursuant to Government Code Section 18973.1, 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 veteran's 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.

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