

State of Washington
Office of the Insurance Commissioner
invites applications for the position of:



Policy and Rules Manager (Exempt)

SALARY: Depends on Qualifications

OPENING DATE: 10/16/13

CLOSING DATE: Continuous

DESCRIPTION:

The Office of the Insurance Commissioner (OIC) is recruiting to fill one civil service exempt **Policy and Rules Manager**. The position supervises the analysts in the Policy and Legislative Affairs division, and performs substantive work preparing position briefs, decision memos, policy briefs, and reports, coordinating rule-making for the agency, drafting and adopting rules on behalf of the agency, and supporting the agency's legislative agenda with analysis, and serving as subject matter expert on assigned policy topic areas.

The OIC is one of the smaller state agencies in Washington State government. We operate under the direction of the state's Insurance Commissioner, a state-wide elected official. The OIC has a workforce of approximately 210 employees who perform the agency's mission of consumer protection and regulation of the state's insurance industry. The OIC values its employees and diversity in the workplace. We challenge our employees to continuously improve the way we do business, and to meet and exceed the needs of our customers. To learn more about this agency, we invite you to visit our website at

www.insurance.wa.gov.

DUTIES:

Policy advisor: Provide policy research and analysis on issues as assigned. Prepare project charters, policy reports, policy briefs, position papers, decision memos, and status reports.

Rules Administrator: Oversee rule development process. Work with Rules coordinator to ensure rule development process is efficient, timely and effective. Provide periodic OIC staff rules development training. Provide advice and guidance to division on rules and rule-making process. Preside at rules hearings.

Legislative support: Work with legislative liaison and Leg Track Administrator to make sure all relevant bills are tracked and analyzed. Provide support in fiscal note development. Draft legislative proposals, amendments, bill analysis, comments, and testimony.

Manager: Ensure employees are given regular, timely feedback on performance. Actively monitor employees' progress and performance. Actively provide employees with information, techniques, instruction, feedback and encouragement to maximize their success on the job. Demonstrate knowledge of and put into effective practice the theories, principles, functions and process of management and the organization of

work. Ensure timelines are met.

Contracts Manager: Draft RFP/RFQQ documents and administer competitive procurement process for the division and manage contracts after execution.

QUALIFICATIONS:

Required Qualifications

- Bachelor's degree in Public Administration, Economics, Political Science or related field;
- At least 10 year of experience with policy analysis and research;
- Demonstrated ability to communicate clearly in writing and verbally;
- Extensive knowledge of Washington state Administrative Procedures Act and legislative process;
- Experience with mentoring, coaching and supervision;
- Understanding of performance management principles and practices;
- Ability to work in a fast-paced policy making environment;
- Ability to be sensitive to the needs of stakeholders and the general public;
- Ability to develop innovative ideas that provide solutions to all types of workplace challenges;
- Ability to identify impacts of policy options on different stakeholders;
- Ability to work diplomatically, professionally, and in a non-partisan manner; and,
- Ability to stay focused on results and desired outcomes and how best to achieve them.

Desired Qualifications

- Master's degree in Public Administration, Economics, or Political Science OR, Juris Doctorate from an accredited law school;
- Three to five years experience in the insurance industry or with insurance regulation;
- Independent and creative problem-solving abilities;
- Experience supervising public sector employees;
- Experience working with diverse groups of stakeholders, constituents and other agencies and staff on controversial or complex issues;
- Project management experience as project manager, team leader or business sponsor; and,
- Positive attitude and strong work ethic as evidenced by quality work product and professional conduct.

SUPPLEMENTAL INFORMATION:

Outstanding benefits include: health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee assistance program; deferred compensation plans; 11 paid holidays plus a personal holiday; tuition reimbursement; commute trip reduction; training; and state

retirement plans.

HOW TO APPLY

To be considered for this opportunity, **complete an online application** with the **materials** listed below.

1. Go to www.careers.wa.gov
2. Click the "Look for jobs" button
3. Click the "Office of the Insurance Commissioner" box in the *Department* section.
4. Click the "Apply Search" button.
5. Click Policy and Rules Manager
6. Click the "Apply" button.
7. Follow the online application instructions to complete the **online application** & include these **materials**:
 - An Online Questionnaire;
 - Current resume;
 - A detailed letter of interest describing your skills and experience as they relate to the qualifications outlined in this job announcement; and,
 - A list of **three professional references**, including one supervisor, with current telephone numbers and addresses;

Incomplete application packages may disqualify the applicant from the selection process.

A Bachelor's Degree is required for this position. Proof of degree(s) will be required at the finalists stage; therefore; candidates may want to pre-plan for this.

Please Note: The act of submitting application materials is considered affirmation that the information provided is complete and truthful. When submitted electronically, you are confirming that all information is true and complete.

OTHER INFORMATION

In addition to a comprehensive benefits package, the annual salary for this position is up to \$85,000 (Depending on Qualifications).

The announcement is open until the position is filled; however, initial candidate review will be scheduled as viable applications are received. Applicants are encouraged to submit at the earliest point of opportunity for first interview consideration. The hiring authority has the right and may exercise the option to make a hiring decision at any time.

This position is exempt from civil service. It is located in Olympia, Washington in an office setting, requiring the ability to work both independently as well as in a team environment.

In accordance with RCW 48.02.090(5), Office of Insurance Commissioner employees are prohibited from having any interest, directly or indirectly, in an insurance company other than as a policy holder. This prohibition includes the receipt of renewal commissions.

This announcement is published by the Washington State Office of Insurance Commissioner. The state of Washington is an equal opportunity employer with a commitment to supporting diversity in the workplace. Women, racial and ethnic minorities, persons over 40 years of age, and disabled and Vietnam-era veterans are strongly encouraged to apply.

Persons with a disability, who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call Lindsey Henderson at (360) 725-7004. Applicants who are deaf or hard of hearing may call through the Washington Relay Service at 7-1-1.

Policy and Rules Manager (Exempt) Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree in public administration, economics, political science or related field?
 Yes
 No
- * 2. Please describe all degrees that you have achieved from an accredited college or university. Please do not state "see resume". If you do not have a degree(s), please type NA. (Please note, if you have listed a degree, proof of degree(s) will be required at the finalist stage; therefore, candidates may want to pre-plan for this.)
- * 3. Please select the answer that best describes your experience supervising staff which included mentoring and coaching.
 Fewer than 12 months
 12 to 23 months
 24 to 35 months
 36 or more months
- * 4. Please describe your specific work experience as noted in question #3. Please do not state "see resume". If you do not have this experience, please type N/A.
- * 5. Please select the answer that best describes your experience policy analysis and research.
 Fewer than 10 years
 10 to 11 years
 12 to 13 years
 14 or more years
- * 6. Please describe your specific work experience as noted in question #5. Please do not state "see resume". If you do not have this experience, please type N/A.

* 7. Have you been convicted of a misdemeanor or felony within the past ten (10) years?
(Answering yes will not automatically bar you from employment)

Yes

No

* 8. If you answered yes to the question above, please list the conviction, date of conviction and county and state in which the conviction occurred. If you answered no, please type N/A.

* 9. In accordance with RCW 48.02.090(5), Office of Insurance Commissioner employees are prohibited from having any interest, directly or indirectly, in an insurance company other than as a policy holder. This prohibition includes the receipt of renewal commissions. If hired, do you agree to abide by this law?

Yes

No

* Required Question