



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

SELF-INSURANCE AUDITOR

Job Number: 20001684

Job Code: 91850V231016

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 10/16/1994

Job Revised: 10/16/2023

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional financial audits and examinations and reviews the financial soundness of organizations to determine their approval for certification or recertification to be self-insured pursuant to KRS.342; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree (which includes twenty semester hours or thirty quarter hours in pure accounting courses).

EXPERIENCE, TRAINING, OR SKILLS:

Three years of experience in financial management, auditing, management accounting, or financial analysis.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in insurance auditing in an insurance regulatory agency, the insurance industry, or in a CPA firm will substitute for the education on a year-for-year basis. Certification as a Certified Public Accountant (CPA) will substitute for the required education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs reviews of self-insureds (individual and group) for certification or recertification. Reviews financial statements, including accounting records, bank statements, computer records, business records, public documents, and other relevant records, to determine appropriateness of risk for self-insured status for workers' compensation liability. Performs audits to determine nature and amount of assets, including proportions which are fixed assets subject to execution in the Commonwealth, nature and amount of indebtedness, whether funded or current, secured or unsecured, and whether any defaults exist; contingent liabilities, if any, including litigation or judgments in which the employer is not protected by public liability insurance or other applicable insurance coverage; outstanding compensation claims not covered by insurance; employer's record of compensable injuries sustained by employees; normal hazards of employer's type of business, as shown by an applicable compensation manual insurance rates in effect in this state, and the relative frequency of deaths, permanent total disabilities and long-term impairments developed by that type of business. Provides written recommendations to the Commissioner to show cause why an employer's qualification as a self-insured carrier should be accepted or revoked. Files annual and semi-annual reports on self-insured's status as required by statute. Develops plans and methods for conducting an investigative audit. Conducts interviews with government and other officials and questions witnesses.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.