

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 0243800**

<b>Assistant Director Insurance Premium Audits, M-4</b>	<b>0243800</b>
<b>Director Insurance Premium Audits, M-5</b>	<b>0243900</b>

Brief Description of Class Series

Positions in this title series oversee the audit of payroll records for businesses of insureds of the New York State Insurance Fund (NYSIF) to determine premium charges for workers compensation policies; serve as technical experts for the Premium Audit Department; and supervise subordinate auditors.

These positions are classified only at the New York State Insurance Fund.

Distinguishing Characteristics

*Assistant Director Insurance Premium Audits:* supervises Auditors 3 (Insurance Premium); oversees activities for assigned divisions of the Premium Audit Department.

*Director Insurance Premium Audits:* one-position class; formulates policy, procedures, and guidelines for premium audit activities.

Illustrative Duties

*Assistant Director Insurance Premium Audits:* reporting to the Director Insurance Premium Audits, oversees the daily activities of the Premium Audit Department; ensures uniform practices in audit activities; prepares performance metrics reports; resolves complex premium audit issues and policyholder complaints; plans special payroll audit studies to determine any evidence of irregularities on the part of NYSIF's policyholders, representatives, and employees; and informs staff of changes in underwriting procedures, Workers' Compensation Law, insurance practices, departmental policies and procedures manuals, and generally accepted accounting principles and procedures.

*Director Insurance Premium Audits:* reporting to the Director Insurance Fund Business Operations, directs all activities for the Premium Audit Department; develops policies, procedures, guidelines, and standards for the Premium Audit Department; develops quality control and assurance reviews to forestall inaccurate audits, potential

fraud, premium leakage, or policyholder complaints; implements training for accounting and auditing staff to ensure that staff is aware of procedures and work is in compliance with generally accepted principles of accounting and auditing and State and federal regulations; coordinates audit activities with other Department heads to audit agency wide functions; coordinates the establishment of electronic systems to streamline job functions; and coordinates with other Directors to review and implement policies and procedures.

### Minimum Qualifications

#### *Assistant Director Insurance Premium Audits*

Promotion: one year of service as an Auditor 3 (Insurance Premium).

#### *Director Insurance Premium Audits*

Promotion: one year of service as an Assistant Director Insurance Premium Audits or two years of service as an Auditor 3 (Insurance Premium).

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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