

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

Classification Standard

Occ. Code 0243800

Assistant Director Insurance Premium Audits, M-3	0243800
Director Insurance Premium Audits, M-5	0243900

Brief Description of Class Series

Positions in this title series oversee the audit of payroll records of businesses of insureds of the New York State Insurance Fund (SIF) 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 State Insurance Fund.

Distinguishing Characteristics

Assistant Director Insurance Premium Audits: one-position class; supervises Auditors 3 (Insurance Premium); oversees activities of all divisions of the Premium Audit Department.

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

Related Class

Tax Audit Administrators manage district and central office audit programs to ensure revenue collection is maximized and audit activities are conducted in accordance with tax laws, policies, and procedures. These positions manage and coordinate activities of both field and office audits and are only found at the Department of Taxation and Finance.

Illustrative Duties

Assistant Director Insurance Premium Audits

Oversees the daily activities of the Premium Audit Department; ensures uniform practices in audit activities; plans special payroll audit studies to determine any

evidence of irregularities on the part of SIF'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

Directs all activities for the Premium Audit Department; develops policies, procedures, guidelines, and standards for the Premium Audit Department; develops quality control 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; and coordinates the establishment of electronic systems to streamline job functions.

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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