



**NEW MEXICO STATE PERSONNEL OFFICE**  
**invites applications for the position of:**  
**Financial Analyst-Advanced (OSI #4304+)**

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**SALARY:** \$16.53 - \$29.39 Hourly  
\$34,382.40 - \$61,131.20 Annually

**OPENING DATE:** 06/24/14

**CLOSING DATE:** 07/08/14 11:59 PM

**DEPARTMENT:** Superintendent of Insurance

**LOCATION:** Santa Fe (City)

**JOB DESCRIPTION:**

**IMPORTANT NOTICE:**

**Text resumes and attached resumes will no longer be reviewed or considered. You are required to include your work experience in the Work Experience Section (click on link for an example) of your NEOGOV application only. If you have previously included work history on a resume (attached or copy and pasted) you must transfer your work history into the Work Experience Section prior to applying.**

**Purpose of Position**

The incumbent of this position is to enforce the New Mexico Insurance Code that governs the rate and form filing requirements of life and health insurers authorized to transact the business of insurance in New Mexico. This incumbent conducts technical review of electronic rate and form filings to include: policies, certificates of Insurance, endorsements, riders, applications, advertisements, and other miscellaneous Insurance documentation submitted by Life, Health, Health Maintenance Organizations and other insurance entities. This position will enforce compliance of the New Mexico Insurance Code, insurance bulletins, Federal Regulations and National Association of Insurance Commissioners (NAIC) guidelines.

This position is a Pay Band 70.

**For more information or to apply, go to: <http://tinyurl.com/pgx4e5z>**

THIS JOB POSTING MAY BE USED TO FILL MULTIPLE VACANCIES.

**CLASSIFICATION DESCRIPTION:**

**[Financial Analysts-Advanced](#)**

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Accounting, Finance or Business Administration and four (4) years of experience in accounting, finance, economics and/or statistical analysis. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

**Employment Requirements:**

Pre-employment background investigation is required and is conditional pending results. Must possess and maintain a current Defensive Driving Course Certificate from the State of New Mexico or must pass and receive Defensive Driving Course Certification within six (6) months of date of hire as a condition of continued employment.

**Statutory Requirements:**

N/A

**SUPPLEMENTAL INFORMATION:****Working Conditions:**

Work is usually performed in an office setting, with extensive exposure to Visual/Video Display Terminal (VDT), personal computer and telephone usage. Sitting for long periods of time, bending, stooping to file, and occasionally lifting a minimum of 25 pounds. Some travel may be required. Occasionally work extra hours, on weekends and holidays.

**Conditions of Employment:**

Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:**

Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:**

This position is covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Agency Contact Information:**

Jolene Gonzales, (505) 827-4309 or email: [jolene.gonzales@state.nm.us](mailto:jolene.gonzales@state.nm.us)

**Agency Link:**

[www.osi.state.nm.us/](http://www.osi.state.nm.us/)

**Applicant Help/How to Apply:**

[www.spo.state.nm.us/State\\_Employment.aspx](http://www.spo.state.nm.us/State_Employment.aspx)