



**EMPLOYMENT INFORMATION**

The Pennsylvania Insurance Department is located in Harrisburg, with a regional office in Rosemont. Although the majority of our positions require experience and training in insurance, finance or actuarial studies, the need for clerical and administrative support also exists. The following class titles are indicative of the specialized positions used within the Department:

Actuarial Associate Life & Health Insurance Policy Examiner Insurance Claims Evaluator Insurance Market Conduct Examiner Insurance Company Financial Analyst Medical Malpractice Claims Examiner Insurance Company Examiner Medical Malpractice Claims Supervisor Insurance Company Licensing Specialist Property & Casualty Insurance Policy Insurance Investigator Examiner Insurance Department Hearing Examiner Property & Casualty Insurance Actuary Life & Health Insurance Actuary

Applicants are tested by the State Civil Service Commission and placed on eligibility lists based on their scoring, which is reflective of their education and/or experience. When a vacancy occurs, a list for the job title may be requested and interviews are scheduled for candidates within a certain scoring range. Information about current test announcements, agency vacancies and the application process can be obtained from [www.scsc.state.pa.gov](http://www.scsc.state.pa.gov). You may also visit one of the Civil Service Commission offices listed below:

<b>Harrisburg</b>	<b>Pittsburgh</b>	<b>Philadelphia</b>
320 Market Street	411 7 <sup>th</sup> Avenue	110 N. 8 <sup>th</sup> Street
PO Box 569		Suite 503
Harrisburg, PA 17108-0569	Pittsburgh, PA 15219	Philadelphia, PA 19107
(717) 783-3058	(412) 565-7666	(215) 560-2253

**BENEFIT INFORMATION**

The Commonwealth provides a full range of benefits at a nominal cost for regular salaried employees. These benefits include health insurance, life insurance, retirement, paid leave, deferred compensation, and voluntary benefits.

Newly hired employees earn annual leave, 11 days of sick leave, and up to four personal days per year. Employees are also paid for 11 holidays per year.

Voluntary benefits can provide employees and their families with additional protection through the convenience of payroll deductions at economical group rates. The Commonwealth has partnered with The Prudential Insurance Company of America to provide Optional Term Life Insurance, Dependent Term Life Insurance, Long Term Disability Insurance and Long Term Care Insurance, and with Travelers to provide Auto and Home Insurance. Employees may request a no obligation quote from Travelers for home or auto insurance at any time. Other benefits include Family Care Account Program for child or elder care, Sick, Parental and Family Care leave and State Employees Assistance Program (SEAP).

Bureau of Administration | 1326 Strawberry Square | Harrisburg, Pennsylvania 17120 Phone: 717.787.4298 | Fax: 717.705.3873 | [www.insurance.pa.gov](http://www.insurance.pa.gov)