

COMMERCE ANALYST 2

KIND OF WORK

Difficult responsible work in analyzing applications for the Division of Securities or Insurance.

NATURE AND PURPOSE

An employee in this class is responsible for reviewing all applications for the registration of securities or investment offerings or insurance policies or rate filings in Minnesota. He or she prepares analyses in more difficult and controversial cases and reviews analyses made by other members of the staff in less difficult cases. Responsibility includes the development of information from the application and from external sources to be used as a basis for action on the registration of securities by the Commissioner and Assistant Commissioner in the Commerce Department. General supervision is received from the Assistant Commissioner of Securities or of Insurance in the form of recommendations and technical assistance.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Makes examinations of applications of companies applying for registration of securities to determine financial condition and possibilities of success or failure of the company.

Reviews dealer and broker license application for securities and recommends approval or disapproval.

Reviews and makes additional comments on recommendations made by subordinate Commerce Analysts with regard to applications for registration of securities.

Answers questions about the status of various securities, dealers or agents.

Develops analyses of security registration applications for the Commissioner in Commerce Department as a basis for action on the registration of securities.

Reviews rate policies and policy forms of insurance companies seeking to register insurance products in Minnesota.

Reviews policies and recommends acceptance or rejection to the Assistant Commissioner in the Commerce Department.

Makes additional comments on recommendations made by subordinate Commerce Analysts with regard to application for registration of insurance products.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

State laws and regulations governing the registration and sale of securities.

State laws and regulations governing the registration and sale of insurance products.

Underwriting procedures including the relationships between issuing companies, underwriters, dealers, brokers and investors.

Thorough knowledge of corporate organization and procedures.

Ability to:

Analyze securities issues or insurance product offerings for possible illegalities and for adequacy of capital structure.

Establish and maintain effective working relationships with employees, the business representatives and the public.

Est.: 6/45
Rev.: 6/71
Ckd.: 10/91

T.C.: 9/59; 7/69; 7/73; 10/16/84
Former Title(s): Securities Analyst
Securities Examiner II
Senior Securities Examiner
Securities Examiner, Sr.