



# Office of the State Actuary

*“Securing tomorrow’s pensions today.”*

## **Actuarial Intern Exempt Recruitment**

April 9, 2015

### ***POSITION***

The Washington State Office of the State Actuary (OSA) is seeking two Actuarial Interns to support its mission and assist in meeting the state actuary’s statutory responsibilities. The internship is a temporary, full-time, nonpartisan, at-will position that is exempt from the state civil service system lasting approximately three to six months, starting in June/July 2015. This internship has the opportunity to develop into a full-time Actuarial Analyst position.

The position involves assisting with the preparation of actuarial valuations for 15 state retirement systems, the Guaranteed Education Tuition plan, the Higher Education Supplement Retirement Plan, and Other Post-Employment Benefits, assisting with the pricing of proposals related to public pensions, responding to legislative and constituent inquiries and requests, preparing cash flow and contribution rate projections, and assisting with economic and demographic experience studies.

### ***OFFICE***

OSA has 14 employees including the state actuary, actuarial staff, policy analysts, and administrative staff. OSA provides actuarial support to the legislative and executive branches of government, state retirement systems administrators, the Select Committee on Pension Policy, the Law Enforcement Officers’ and Fire Fighters’ Plan 2 Retirement Board, and the Board for Volunteer Fire Fighters and Reserve Officers, the Guaranteed Education Tuition Program, and the Institutions of Higher Education. More information about the office is available on our [Website](#).

### ***LOCATION***

The office is located in the state capital of Olympia, Washington. Olympia is located at the tip of Puget Sound, with the Olympic Mountains rising across the water in the distance, about 60 miles south of Seattle. For more information about the area visit [Olympia Attractions](#).



### ***MINIMUM QUALIFICATIONS***

The candidate will have a degree from an accredited college or university in a field such as actuarial science, mathematics, or finance; will have passed at least one actuarial exam; will be proficient at using Excel spreadsheets; familiar with word processing programs; will have effective interpersonal and written communication skills; be effective working independently as well as in a team environment; and legally authorized to work in the United States.

### ***DESIRABLE QUALIFICATIONS***

In addition to the minimum qualifications stated above, the ideal candidate has successfully completed the Society of Actuaries VEE's plus one additional actuarial exam. Knowledge of ProVal, SQL, and SAS would be beneficial as well as strong communication and leadership skills.

### ***COMPENSATION***

The salary for the position is \$2,500 per month.

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Electronic submissions including attachments of resume and cover letter prepared using word processing software are preferred. Candidates should be prepared to provide three references. Candidates selected for interviews may be asked to take an examination demonstrating their ability to solve pension math problems and a personality assessment to help evaluate fit to OSA culture. Please send a resume, unofficial copy of SOA exam transcript, documentation on exam(s) passed, and cover letter to:

[state.actuary@leg.wa.gov](mailto:state.actuary@leg.wa.gov); or  
Office of the State Actuary  
P.O. Box 40914  
Olympia, Washington 98504-0914

This recruitment will remain open until May 11, 2015. The state actuary reserves the right and may exercise the option to make a hiring decision at any time. Interviewing and selection will begin immediately.

*The Office of the State Actuary is an equal opportunity employer. Applicants needing assistance or alternative formats in the process should call (360) 753-5000 or TDD at 711.*

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