

CLASS TITLE: INSURANCE RATE ANALYST ASSISTANT

Class Code: 02623200
Pay Grade: 24A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a senior analyst in the examination and analysis of insurance forms, contracts, and rating schedules filed by insurers or rating bureaus; or to insure compliance with the state insurance laws relative to the regulation of forms and rates; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a senior analyst or other designee of the Insurance Commissioner and/or the Director of Business Regulation who reviews work through periodic conferences and reports.

SUPERVISION EXERCISED: May supervise clerical positions as assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist senior analyst in the examining and analyzing of rating schedules filed by insurers or by rating bureaus; or, to insure compliance with the state insurance laws relative to the regulations of rates.

To review all information and tabulations submitted by companies to assist in determining whether rates are reasonable, adequate, and not unfairly discriminatory.

To assist in making investigations of rate-making organizations to determine compliance with state laws and regulations.

To correspond as assigned with appropriate representatives of insurers.

To assist in the investigation of complaints from the public to ascertain whether or not there have been any unjust discriminations or any violations of state insurance laws.

To assist in preparation of reports with findings, conclusions and recommendations relative to the examination and analyzation of rating schedules and other investigatory activity.

To assist in preparing testimony for superiors on rate matters.

To review and analyze contact and policy forms in order to insure compliance of same with state laws and regulations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A basic knowledge of state laws governing insurance ratings; the ability to assist in applying said laws to the submitted or proposed forms and rating schedules filed by insurers or rating bureaus to assist in determining whether the schedules are reasonable, adequate, and not unjustly discriminatory; the ability to correspond and confer with insurers and/or rating bureaus; the ability to assist in the investigation of complaints received from the general public and take proper action when there have been unjust discriminations or any violations of state insurance laws; the ability to assist in the preparation of written reports with conclusions and recommendations relative to the examination and rating schedules; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing including or supplemented by successful completion of courses in mathematics or accounting; and

Experience: Such as may have been gained through: employment in a responsible capacity involving the establishment or analyzing of rating systems dealing with fire, casualty, health, or multiple line insurance and/or experience in a responsible position which may lend itself to the above.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 2, 1986

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