

CLASS TITLE: SENIOR INSURANCE ANALYST

Class Code: 02623203
Pay Grade: 28A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To review and analyze insurance forms, contracts and rating schedules filed by insurers or by rating bureaus; to assist insurance consumers with questions concerning insurance contracts, rates, laws or regulations; to investigate potential violations of insurance laws and regulations by insurers and licensees; to insure compliance with the state insurance laws; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Insurance Superintendent and/or Director of Business Regulation who review work through periodic conferences and reports.

SUPERVISION EXERCISED: May supervise clerical positions as assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To review and analyze rate filings by insurers or by rating bureaus in the area of specialization indicated by the title in the class of position to insure compliance with the state insurance laws and regulations.

To investigate insurers and licensees to determine compliance with state laws and regulations.

To correspond and confer with insurers and licensee representatives as necessary.

To investigate complaints from the public to ascertain whether or not there have been any violations of insurance laws or regulations.

To respond to inquiries from insurance consumers as to insurance laws and regulations;

To prepare reports with findings, conclusions and recommendations relative to the review and analysis of investigatory activity.

To testify at hearings on matters within scope of work performed.

To review and analyze contract 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 CAPACITIES: A working knowledge of the state laws and regulations governing insurance ; the ability to apply said laws to proposed forms and rates filed; the ability to correspond and confer with insurers and/or rating bureaus and/or licensees when necessary; the ability to investigate complaints received from the general public and take proper action; the ability to respond to inquiries of insurance consumers as to insurance; the ability to prepare written reports with conclusions and recommendations relative to the scope of work performed; 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 the successful completion of courses in insurance, law, mathematics, accounting or finance; and

Experience: Such as may have been gained through: employment in a responsible capacity involving life or property & casualty or health insurance.

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

Class Created: March 28, 1976

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