

CLASS TITLE: SENIOR INSURANCE RATE ANALYST

Class Code: 02623300

Pay Grade: 31A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the examination, review, hearing and decision process as it relates to rates and forms filed by insurers or rating bureaus in the area of casualty insurance; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a supervisor with wide latitude for the exercise of independent judgement; work is reviewed for conformance to laws, policies, regulations and instructions.

SUPERVISION EXERCISED: Plans, organizes and reviews the work of professional, technical and clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the examination, review, hearing and decision process as it relates to rates and forms filed by insurers or rating bureaus in the area of casualty insurance.

To participate at public hearings as an advisor or hearing officer and to draft written decisions on the findings.

To survey, analyze and assist in the monitoring and adjudication of consumer complaints related to casualty insurance.

To assist in the drafting, preparation, promulgation and implementation of casualty insurance legislation and regulations.

To correspond with members of the public, their legal representatives, and insurance agencies when unusual problems arise.

To be responsible for the review of all casualty insurance rate and form filings to insure compliance with pertinent laws, regulations and standards.

To be responsible for assisting in the implementation of a public information program.

To determine which items in the rate requests should be forwarded to actuarial consultants for further analysis.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the state laws regulating casualty insurance and the ability to enforce those laws; a working knowledge of the methods and procedures used in formulating health insurance regulations and standards; the ability to apply said regulations and standards to the review of rate and form submissions to determine the effect on the general public and to require further analysis by actuarial consultants; the ability to act as hearing officer and prepare written decisions based on finding of fact; the ability to establish and maintain effective working relationships with the general public, government officials and members of the insurance industry; the ability to oversee and evaluate staff decisions on matters of routine investigation; 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 courses in business administration, accounting, business law, insurance, or mathematics; and

Experience: Such as may have been gained through: employment in a responsible supervisory capacity involving the analysis of rating systems of insurance companies.

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

Class Created: February 10, 1980

Editorial Review: March 15, 2003