

DATE: OCTOBER 12, 2010
INS110011
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INSUR POLICY & RATE ANAL 3
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
RATES & FORMS
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: *****INTERNAL POSTING ONLY*****
UNDER GENERAL SUPERVISION, PERFORMS PROFESSIONAL
WORK AT THE ADVANCED LEVEL AND IS A LEAD WORKER,
COMPLETE EXAMINATIONS, REVIEWS AND
ANALYSIS OF INSURANCE CARRIER FORMS,
RULES AND RATE FILINGS TO WEST VIRGINIA CODE,
RULES AND PROCEDURES TO DETERMINE IF THEY ARE
LEGAL AND THE RATES ADEQUATE, EQUITABLE AND NOT
EXCESSIVE. ASSISTS IN RESEARCHING AND ANALYZING
THE CODE, OTHER STATES CODES, FEDERAL REGULATIONS
AND INDUSTRY MANUALS REGARDING FORMS AND PLANS.
PARTICIPATE IN WORKGROUPS AS NEEDED. PREPARE
INTERNAL AND EXTERNAL REPORTS AND BE ABLE TO
COMMUNICATE EFFECTIVELY BOTH ORALLY AND IN WRITING
WITH VARIOUS STAKEHOLDERS. MUST HAVE STRONG
COMPUTER SKILLS AND KNOWLEDGE OF SERFF SYSTEM.
RESPONSIBLE FOR TRAINING ANALYST I AND II
POSITIONS. AREAS OF ASSIGNMENT ARE PERSONAL AUTO,
HOMEOWNERS COMMERCIAL, GENERAL LIABILITY AND
MEDICAL MALPRACTICE. EXPERIENCE WITH RATE, RULE
AND FORMS FILINGS RELATED TO PROPERTY AND
CASUALTY LINES OF AUTO, HOME, COMMERCIAL, MEDICAL
MALPRACTICE AND GENERAL LIABILITY.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED
COLLEGE OR UNIVERSITY.
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY
BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A
YEAR-FOR-YEAR BASIS.
OR
DESIGNATION AS A CHARTERED LIFE UNDERWRITER (CLU),
CHARTERED PROPERTY AND CASUALTY UNDERWRITER
(CPCU), CHARTERED FINANCIAL CONSULTANT (CHFC) OR
FELLOW OF THE LIFE MANAGEMENT INSTITUTE (FLMI).
EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT

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PART-TIME PAID EMPLOYMENT AS AN INSURANCE AGENT,
BROKER, POLICY EXAMINER, RATE ANALYST, ADJUSTER
OR INVESTIGATOR WITH AN INSURANCE COMPANY OR
GOVERNMENTAL INSURANCE REGULATORY AGENCY IN THE
AREAS OF LIFE, PROPERTY AND CASUALTY OR ACCIDENT
AND HEALTH OR IN A TEHCNICAL CAPACITY IN AN
INSURANCE REGULATORY AGENCY.

SALARY: PAY GRADE 016 \$33,036.00 - \$61,128.00

DEADLINE: OCTOBER 23, 2010

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CAMMIE WHEELER
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS110011 ON APPLICATION