

DATE: JANUARY 28, 2011
INS110026
PAGE: 1

INSUR POLICY & RATE ANAL 2
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: UNDER GENERAL SUPERVISION, PERFORMS EXAMINATIONS OF INSURANCE POLICIES, RULES AND RATES RELATED TO HEALTH INSURANCE, LONG TERM CARE, DISABILITY, LIFE AND ANNUITIES TO DETERMINE COMPLIANCE WITH WEST VIRGINIA INSURANCE RULES AND LAWS. PROVIDE INPUT ON RELATED POLICIES AND PROCEDURES. LEARN TO EXAMINE AND ANALYZE INSURANCE FORMS, RULES AND POLICIES TO DETERMINE COMPLIANCE CODE, LEARN TO REVIEW RATES AND DETERMINE IF THEY ARE ADEQUATE, EQUITABLE AND NOT EXCESSIVE LEARN TO MAKE DECISIONS ON INSURANCE MATTERS BASED ON ACCEPTED UNDERWRITING PRACTICES NOT ADDRESSED BY LAWS AND RULES, PREPARE CORRESPONDENCE TO REQUEST INFORMATION RELATED TO A FILING, ASSIST IN RESEARCHING AND ANALYZING THE CODE, OTHER STATE CODES, FEDERAL REGULATIONS AND INDUSTRY MANUALS REGARDING FORMS AND PLANS AND PREPARE INTERNAL AND EXTERNAL REPORTS. MUST BE ABLE TO COMMUNICATE EFFECTIVELY BOTH ORALLY AND IN WRITING. MUST BE ABLE TO ESTABLISH AND MAINTAIN AN EFFECTIVE WORKING RELATIONSHIP WITH INSURANCE COMPANIES. MUST HAVE STRONG COMPUTER SKILLS. ASSIST WITH THE IMPLEMENTATION OF THE AFFORDABLE CARE ACT AND ASSIST IN RELATED DATA REPORTING REQUIREMENTS.

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

DATE: JANUARY 28, 2011
INS110026
PAGE: 2

FELLOW OF THE LIFE MANAGEMENT INSTITUTE (FLMI).
EXPERIENCE: THREE YEARS OF FULL-TIME OR
EQUIVALENT 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
TECHNICAL CAPACITY IN AN INSURANCE REGULATORY
AGENCY.

SALARY: PAY GRADE 015 \$31,164.00 - \$57,660.00

DEADLINE: FEBRUARY 08, 2011

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

PLEASE INCLUDE POSTING NUMBER INS110026 ON APPLICATION