DATE: JANUARY 10, 2013

INS130023

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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 WILL PERFORM EXAMINATION 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. AND ANALYZE INSURANCE FORMS, RULES AND POLICIES TO DETERMINE COMPLIANCE WITH CODE, REVIEW RATES AND DETERMINE IF THEY ARE ADEQUATE AND NOT EXCESSIVE, 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 AND INDUSTRY MANUALS REGARDING FORMS AND PLANS AND PREPARE INTERNAL AND EXTERNAL REPORTS. MUST BE

COMPANIES. MUST HAVE STRONG COMPUTER SKILLS. ASSIST WITH THE IMPLEMENTATION OF THE AFFORDABLE CARE ACT AND ASSIST IN DATA REPORTING REQUIREMENTS

ABLE TO COMMUNICATE EFFECTIVELY BOTH ORALLY AND IN WRITING. MUST BE ABLE TO ESTABLISH AND MAINTAIN AN EFFECTIVE WORKING RELATIONSHIP WITH INSURANCE

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.

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: THREE YEARS OF FULL-TIME OR

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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: JANUARY 22, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:

CAMMIE WHEELER PO BOX 50540

CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS130023 ON APPLICATION