

DATE: AUGUST 19, 2013

INS130027

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INSURANCE PROGRAM SPECIALIST  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE  
INSURANCE COMMISSION  
CLAIMS SERVICES  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER LIMITED SUPERVISION, WILL BE RESPONSIBLE FOR HIGHLY COMPLEX STUDIES OF INSURANCE ISSUES AND LEGISLATION AND THEIR IMPACT ON THE INSURANCE MARKET AND CITIZENS OF WEST VIRGINIA. WILL PERFORM ECONOMIC AND INSURANCE-RELATED RESEARCH WORK, ANALYZE INSURANCE ISSUES, AND POLICIES AND REPORT THEIR IMPACT ON THE ECONOMIC AND FISCAL CONDITIONS OF THE VARIOUS WORKERS' COMPENSATION PROGRAMS MONITORED BY CLAIMS SERVICES TO INCLUDE BUT NOT LIMITED TO UNINSURED EMPLOYER FUND, EDI PROGRAM, OLD FUND, SAWC, AND BEST CLAIMS PRACTICES REPORTING AND TRENDING. MAINTAIN COMPREHENSIVE KNOWLEDGE OF THE INSURANCE MARKET FOR QUANTIFYING CURRENT CONDITIONS IN WORKERS COMPENSATION AND FORECASTING FUTURE TRENDS. ANSWER REQUESTS FOR DATA FROM INTERNAL AND EXTERNAL SOURCES AND COMPILE INFORMATION. REVIEW AND ANALYZE REPORTS TO EXTRACT DATA. MAKE RECOMMENDATIONS TO MANAGEMENT INCLUDING THE EXECUTIVE OFFICE. ANALYZE DATA IN ORDER TO MAKE IN-DEPTH OBSERVATIONS AND DRAW OBJECTIVE CONCLUSIONS. HAVE THE ABILITY TO LOCATE AND ASSEMBLE RELEVANT DATA FROM A VARIETY OF SOURCES IN ORDER TO ACHIEVE CONSISTENCY AND PROVIDE A COMPREHENSIVE OVERVIEW OF COMPLEX INSURANCE TOPICS. PREFERENCE MAY GIVEN TO INDIVIDUALS WITH AN ANALYTICAL AND DATA RESEARCH SKILL SET THAT ALSO POSSESS KNOWLEDGE IN MULTIPLE SYSTEMS. PROFICIENT IN THE USE OF MICROSOFT OFFICE PRODUCTS 2010 (MS-EXCEL, MS-WORD MS POWERPOINT).

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.  
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE

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REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.  
EXPERIENCE: THREE YEARS OF FULL-TIME OR  
EQUIVALENT PART-TIME PAID EXPERIENCE IN PROVIDING  
TECHNICAL OR PROGRAMMATIC ASSISTANCE TO STAFF,  
USERS OR PARTICIPANTS IN INSURANCE PRODUCT  
DEVELOPMENT, HEALTH CARE POLICY, OR MARKETING.

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

DEADLINE: AUGUST 30, 2013

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

PLEASE INCLUDE POSTING NUMBER INS130027 ON APPLICATION