

DATE: JULY 03, 2013
INS130057
PAGE: 1

CREDIT ANALYST II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
REVENUE RECOVERY
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER LIMITED SUPERVISION, SERVING AS A MENTOR FOR CREDIT ANALYST I POSITIONS, THE CREDIT ANALYST II MONITORS AND ENFORCES WORKER'S COMPENSATION RELATED LAWS, RULES AND POLICIES IN ORDER TO SUSTAIN FUNDING FOR THE UNINSURED EMPLOYERS FUND (UEF). THE CREDIT ANALYST II WILL SUCCESSFULLY COLLECT FINES DUE FROM THE UNINSURED EMPLOYER AS WELL AS REIMBURSEMENT FOR ANY CLAIMS IN THE UEF. THE CREDIT ANALYST II WILL ALSO REVIEW, COLLECT AND RESOLVE OLD FUND ACCOUNTS AS RELIEF TO THE ONGOING UNFUNDED LIABILITY. THE CREDIT ANALYST II PERFORMS COMPLEX ANALYSIS NECESSARY TO MONITOR AND MANAGE A LARGER NUMBER OF ACCOUNTS. THE CREDIT ANALYST II WILL DECIDE MANAGEMENT TACTICS BASED ON SOUND JUDGMENT AND CONVERSATIONS WITH UNINSURED EMPLOYERS TO RESOLVE AREAS OF NON-COMPLIANCE. THIS POSITION WILL ALSO NEGOTIATE PAYMENT AGREEMENTS WITH EMPLOYERS AND WILL BE REQUIRED TO PROVIDE TESTIMONY IN CIVIL COURT WHEN APPLICABLE. THE CREDIT ANALYST II WILL REVIEW AND CHECK THE WORK OF CREDIT ANALYST I AND OTHER SUPPORT STAFF. THE POSITION WILL ASSIST IN THE TRAINING OF CREDIT ANALYST I AND OTHER SUPPORT STAFF AS NEEDED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY. PREFERENCE MAY BE GIVEN TO APPLICANTS WITH A DEGREE IN ACCOUNTING, FINANCE OR A RELATED FIELD.
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS FOR THE REQUIRED COLLEGE EDUCATION.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN

DATE: JULY 03, 2013
INS130057
PAGE: 2

COLLECTIONS, FINANCIAL ANALYSIS AND/OR
ACCOUNTING.

SALARY: PAY GRADE 014 \$29,400.00 - \$54,396.00

DEADLINE: JULY 14, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
PEGGY CARDEN
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS130057 ON APPLICATION