

ATTORNEY 3
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
LEGAL
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: POSITION PERFORMS UNDER THE DIRECTION OF THE ASSISTANT LEGAL DIRECTOR PERFORMING ADVANCED AND COMPLEX LEGAL WORK. APPROXIMATELY 60% OF THE POSITION ENTAILS - GENERAL INSURANCE LAW RESEARCH AND INQUIRY SUPPORT, ASSIST IN RESEARCHING AND RESPONDING TO COMPLEX INSURANCE INQUIRIES FROM PUBLIC, STAKEHOLDERS AND/OR INTERNAL OIC DEPARTMENTS, INCLUDING BUT NOT LIMITED TO COMPANY LICENSING, AGENT LICENSING, ENFORCEMENT AND COMPLIANCE, LEGISLATIVE HISTORY, RULEMAKING, CONSUMER ASSISTANCE, RATE AND FORM FILING, ALL INSURANCE LINES LEGAL QUESTIONS, RELEVANT RESEARCH OF WEST VIRGINIA OR OTHER JURISDICTIONAL CASE LAW AND MOST ASPECTS OF CHAPTER 33 OF THE WEST VIRGINIA CODE AS WELL AS SERIES 114 OF THE CODE OF STATE RULES. APPROXIMATELY 20% OF THE POSITION ENTAILS- PPACA- WOULD BE DEDICATED TO WORKING ON HEALTHCARE AND MORE PARTICULARLY THE PPACA, PRIMARILY PROVIDING AS NEEDED LEGAL ADIVCE TO THE HEALTH POLICY UNIT ON THE PPACA. IMPLEMENTATION ISSUES NEED TO BE ANSWERED ON A DAILY BASIS; INVOLVES COMPLEX AND NOVEL ISSUES OF STATE AND FEDERAL LAW. APPROXIMATELY 10% OF THE POSITION ENTAILS- WORKERS' COMPENSATION ISSUES- INCLUDING THE PROVISION OF LEGAL SUPPORT TO THE EMPLOYER COVERAGE UNIT (ECU); STAFFING UNINSURED FUND CLAIM INQUIRIES; WORKING WITH THIRD PARTY ADMINISTRATORS TO ASSIST ON LEGAL INTERPRETATIONS OF THE WEST VIRGINIA CODE; PROVIDING LEGAL SUPPORT TO VARIOUS OIC DIVISIONS INCLUDING BUT NOT LIMITED TO THE EMPLOYER COVERAGE UNIT REGARDING REQUESTED EMPLOYER EXEMPTIONS OR DECISIONS REGARDING WHETHER TO BEGIN TO INITIATE ENFORCEMENT ACTION AGAINST NON-COMPLIANT EMPLOYERS; REVIEW INDEDEDENT CONTRACTOR STATUS, STATUTORY EXEMPTIONS, AND

DATE: MAY 09, 2014
INS140035
PAGE: 2

EXTRATERRITORIAL COVERAGE ISSUES. PROVIDE SELF-INSURANCE UNIT LEGAL SUPPORT INCLUDING ADVICE ON SECURITY ISSUES SUCH AS BONDS, LETTERS OF CREDIT, ISSUES WITH NONCOMPLIANCE PERTAINING TO ASSESSMENTS, DEFAULT; WORK WITH INDUSTRIAL COUNCIL (INDC) ON ISSUES INCLUDING DRAFTING/UPDATING LEGISLATIVE EXEMPT RULES TO BE PRESENTED TO INDC; PREPARE BI-ANNUAL SAFETY STUDY AS REQUIRED PURSUANT TO WV CODE 23-2C-5; PROVIDE OIC'S RATES AND FORMS DIVISION WITH LEGAL SUPPORT ON WORKERS' COMPENSATION RELATED FILINGS; PROVIDE SUPPORT TO OIC'S CONSUMER SERVICES DIVISION; WORK ON COLLECTIONS CASES WITH OIC'S REVENUE RECOVERY UNIT. APPROXIMATELY 10% OF THE POSITION ENTAILS - ASSIST IN GENERAL SUPPORT OF LEGISLATION AND RULEMAKING INCLUDING RESEARCH OF OTHER STATES POSITION OR LAW ON PARTICULAR ISSUES; DRAFT AND/OR REVIEW LEGISLATIVE PROPOSALS; ASSIST IN PROVIDING RESEARCH AND MEMORANDUMS FOR FILING BRIEFS AND AMICUS IN VARIOUS COURTS OF WEST VIRGINIA; ASSIST IN MOTION OR OTHER ADMINISTRATIVE LITIGATION AS NEEDED. ASSIST IN OTHER AREAS OF SUPPORT AS NEEDED BY THE GENERAL COUNSEL AND/OR THE INSURANCE COMMISSIONER. WV LAW LICENSE REQUIRED; GENERAL KNOWLEDGE OF FEDERAL PPACA AND WORKERS' COMPENSATION LAWS HELPFUL. GENERAL INSURANCE LAW KNOWLEDGE PREFERABLE.

REQUIREMENTS: TRAINING: ADMISSION TO PRACTICE LAW IN THE STATE OF WEST VIRGINIA.
EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN THE PRACTICE OF LAW.
SUBSTITUTION: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT AS AN ATTORNEY WITH THE AGENCY TO WHICH ASSIGNED SHALL BE CONSIDERED THE EQUIVALENT OF TWO YEARS OF EXPERIENCE.

SALARY: PAY GRADE 022 \$47,352.00 - \$87,612.00

DEADLINE: MAY 18, 2014

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS

DATE: MAY 09, 2014
INS140035
PAGE: 3

INSURANCE COMMISSION
1124 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS140035 ON APPLICATION