

DATE: JUNE 23, 2014

INS140039

PAGE: 1

INSURANCE FINANCIAL SPECLST 3

EXEMPT POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
FINANCIAL CONDITIONS
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: *****EXEMPT POSITION*****
SPECIAL QUALIFICATIONS DESIRED: EXPERIENCE WITH
AND UNDERSTANDING OF WORKERS' COMPENSATION CLAIM
LIABILITIES AND RESERVING PRACTICES.
DETAILED JOB DUTIES: UNDER ADMINISTRATIVE
DIRECTION, PERFORMS DIFFICULT AND COMPLEX
ADMINISTRATIVE WORK IN THE DEVELOPMENT,
CALCULATION AND IMPLEMENTATION OF VARIOUS
REGULATORY ASSESSMENTS RELATED TO THE SELF-
INSURANCE RISK POOLS, DEBT REDUCTION ASSESSMENT
AND REGULATORY SURCHARGE. ACTS AS A LIAISON
BETWEEN POTENTIAL, EXISTING AND INACTIVE SELF-
INSURED EMPLOYERS AND THE OFFICES OF THE
INSURANCE COMMISSIONER AND BETWEEN THE INDUSTRIAL
COUNCIL AND THE OFFICES OF THE INSURANCE
COMMISSIONER. COORDINATES THE ANNUAL REVIEW
PROCESS, INCLUDING THE EVALUATION OF CLAIM
LIABILITY CALCULATIONS AND THE APPROPRIATE
ALLOCATION OF CLAIM LIABILITIES AMONG EXISTING
SECURITY INSTRUMENTS.COORDINATES SPECIAL PROJECTS
SUCH AS THE IMPLEMENTATION OF A NEW COMPUTER
SYSTEM AND THE REVIEW OF ALL SECTION PROCEDURES
AND PROCESSES. ASSISTS IN THE DEVELOPMENT OF
CHANGES TO CHAPTER 23 OF THE W. VA. CODE AND THE
APPLICABLE LEGISLATIVE RULES AND REGULATIONS BY
WORKING CLOSELY WITH THE LEGAL SERVICES DIVISION
AND THE INDUSTRIAL COUNCIL. ASSISTS IN THE
DEVELOPMENT OF TRAINING MATERIALS AND IN THE
TRAINING OF SELF-INSURANCE STAFF TO ENSURE THE
UNDERSTANDING OF AND PROPER APPLICATION OF THE
LAWS, RULES, POLICIES AND PROCEDURES BY ALL UNIT
STAFF. FUNCTIONS AS A LEAD WORKER. PERFORMS
RELTED WORK AS REQUIRED. POSITION WILL BE EXEMPT.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY

DATE: JUNE 23, 2014
INS140039
PAGE: 2

ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH AT LEAST 24 SEMESTER HOURS IN ACCOUNTING. PREFERENCE MAY BE GIVEN TO APPLICANTS WITH CPA CERTIFICATION, A MASTER OF PUBLIC ACCOUNTANCY OR MASTER OF BUSINESS ADMINISTRATION.
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID PROFESSIONAL EXPERIENCE IN THE EXTERNAL AUDIT AND EXAMINATIONS OF THE FINANCIAL CONDITIONS AND OPERATIONS OF INSURANCE COMPANIES OR TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS AN INSURANCE FINANCIAL SPECIALIST 2.
SUBSTITUTION: SUCCESSFUL COMPLETION OF GRADUATE STUDY FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY IN BUSINESS ADMINISTRATION, FINANCE OR ACCOUNTING MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS. A CPA CERTIFICATION MAY BE SUBSTITUTED FOR THE TRAINING AND THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 018 \$37,140.00 - \$68,712.00

DEADLINE: JULY 04, 2014

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS
INSURANCE COMMISSION
1124 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS140039 ON APPLICATION