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INS150014
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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: SPECIAL QUALIFICATIONS DESIRED: EXPERIENCE IN RATE
RULE AND FORM FILING REVIEWS. EXPERIENCE WITH
SERFF. KNOWLEDGE OF WV CODE, REGULATIONS,
GUIDLINES AND ACA.
JOB DUTIES: REVIEWING AND ANALYZING LIFE AND
HEALTH RATE, RULE AND FORM FILINGS. REVIEW FILINGS
TO DETERMINE COMPLIANCE WITH WV CODE, REGULATIONS,
AND GUIDELINES. IF FILINGS ARE NOT IN COMPLIANCE
MUST WORK WITH CARRIER TO RESOLVE ISSUES BEFORE
FINAL DISPOSITION. CORRESPONDENCE WITH INSURANCE
REPRESENTATIVES, RATING ORGANIZATIONS AND OTHER
INDUSTRY PROFESSIONALS ON INSURANCE ISSUES.
ANALYZE AND PREPARE REPORTS FOR INTERNAL AND
EXTERNAL USERS. PARTICIPATE IN INTERNAL WORKGROUPS
OR EXTERNAL WORKGROUPS. ASSIST IN REPORTING RATE
DATA TO HHS AND PREPARING GRANT REPORTS. ASSIST
IN IMPLEMENTATION AND UPDATES OF ACA. MUST HAVE
KNOWLEDGE OF WV CODE, REGULATIONS, GUIDELINES,
ACA AND SERFF. MUST HAVE STRONG COMPUTER AND
COMMUNICATION SKILLS.

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.
OR
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
EQUIVALENT PART-TIME PAID EMPLOYMENT AS AN
INSURANCE AGENT, BROKER, POLICY EXAMINER, RATE
ANALYST, ADJUSTER OR INVESTIGATOR WITH AN

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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: DECEMBER 11, 2014

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

PLEASE INCLUDE POSTING NUMBER INS150014 ON APPLICATION