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RATE/RESERVE ANALYST II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
EMPLOYER COVERAGE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: DUTIES: COLLECTS, COMPILES AND ANALYZES COMPLEX DATA FROM VARIOUS DATABASES ON CLAIMS, ROGUE EMPLOYERS AND CLASSIFICATION DETERMINATIONS FOR REPORTING TO BOTH SUPERVISOR AND EXECUTIVE MANAGEMENT. REVIEW AND PROCESS EXEMPTION APPLICATIONS DETERMINING ACCEPTANCE OR DENIAL AS WELL AS INSURANCE CLASSIFICATION OF EMPLOYER. REQUIRES UNDERSTANDING OF WORKERS' COMPENSATION LAWS, RULES AND POLICIES, CREDIT MANAGEMENT PHILOSOPHIES, PRACTICES, FORMS AND PROCEDURES TO MAKE A DETERMINATION IF AN EMPLOYER QUALIFIES FOR AN EXEMPT POLICY IN ACCORDANCE WITH WV CODE 23-2-1 ENTER EXEMPT POLICIES AS WELL AS MAINTAINING THE PROOF OF COVERAGE DATABASE. PROVIDE ASSISTANCE TO EMPLOYERS BY DETERMINING UNDERWRITING CLASSIFICATIONS AND CHARGEABLE PREMIUMS IN ORDER TO BRING EMPLOYERS INTO COMPLIANCE TO INSURE THEIR ABILITY TO OBTAIN A VALID ACTIVE WORKERS' COMPENSATION POLICY WITH A PRIVATE CARRIER. OPEN NEW AND BACKDATED ACCOUNTS FOR ROGUE EMPLOYERS THAT HAVE NOT MAINTAINED THEIR WORKERS' COMPENSATION INSURANCE. COMMUNICATES DIRECTLY WITH REPRESENTATIVES FROM VARIOUS OTHER UNITS OF WV INSURANCE COMMISSION AND OTHER STATE AGENCIES TO ENSURE THE EMPLOYERS' COMPLIANCE. MAY BE CALLED UPON TO TESTIFY IN ADMINISTRATIVE OR CIRCUIT COURT HEARINGS. MAINTAIN THE UNIT'S EXCEL SPREADSHEETS AND DATABASES. WORK CLOSELY WITH THE OIC FRAUD AND INVESTIGATIVE UNITS IN ORDER TO BRING ROGUE EMPLOYERS INTO COMPLIANCE. REVIEW AND VERIFY FEDERAL BLACK LUNG ENDORSEMENTS FOR THE TPA HANDLING THESE CLAIMS.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH A MAJOR IN ACTUARIAL

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SCIENCE, MATHEMATICS, STATISTICS, RISK MANAGEMENT, ECONOMICS, FINANCE, ACCOUNTING, ENGINEERING, INSURANCE OR CLOSELY RELATED FIELD. COMPLETION OF AT LEAST TWO COLLEGE LEVEL MATHEMATICS AND/OR STATISTICS COURSES (COLLEGE ALGEBRA, TRIGONOMETRY, MATH ANALYSIS, ETC.)

SUBSTITUTION: SIX YEARS OF FULL-TIME PAID OR EQUIVALENT PART-TIME PAID EXPERIENCE IN RESEARCH AND/OR DATA EXTRACTION AND ANALYSIS MAY BE SUBSTITUTED FOR THE TRAINING.

EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN WORKERS' COMPENSATION RATE MAKING AND/OR UNDERWRITING.

SUBSTITUTION: CHARTERED PROPERTY/CASUALTY UNDERWRITER (CPCU) CERTIFICATION MAY SUBSTITUTE FOR THE REQUIRED EXPERIENCE. ASSOCIATE IN UNDERWRITING (AU) DESIGNATION OR ASSOCIATE IN RISK MANAGEMENT (ARM) MAY SUBSTITUTE FOR ONE YEAR OF THE REQUIRED EXPERIENCE.

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

DEADLINE: NOVEMBER 11, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS
OFFICES OF THE INSURANCE COMMISSIONER
900 PENNSYLVANIA AVENUE
CHARLESTON, WV 25302

PLEASE INCLUDE POSTING NUMBER INS170015 ON APPLICATION