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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: SPECIAL QUALIFICATIONS DESIRED: THE POSITION REQUIRES THE ABILITY TO WORK UNDER LIMITED SUPERVISION AT THE FULL-PERFORMANCE LEVEL. THE SUCCESSFUL CANDIDATE MUST BE ABLE TO MULTI-TASK AND COMPLETE ASSIGNMENTS IN A TIMELY MANNER. HE/SHE MUST ALSO BE SKILLED IN THE USE OF MICROSOFT COMPUTER PRODUCTS, ESPECIALLY EXCEL AND WORD.

JOB DUTIES: GATHER INFORMATION TO ESTABLISH IF A BUSINESS IS ACTIVE AND REQUIRES WORKERS' COMPENSATION INSURANCE. PREPARE PAYMENT PLANS FOR EMPLOYERS TO RESOLVE THEIR DEFAULTS. REVIEW ACCOUNTS TO DETERMINE IF THE UNINSURED EMPLOYER ACCOUNTS SHOULD HAVE CONJUNCTIVE RELIEF. PREPARE AFFIDAVITS, GIVE TESTIMONY IN CIVIL COURT HEARINGS. DETERMINE IF EMPLOYER MEETS THE CRITERIA FOR LIEN FILING, OR LEIN RELEASE OF LIABILITY OWED. MUST HAVE KNOWLEDGE OF WORKERS' COMPENSATION LAWS, RULES AND POLICIES. ABILITY TO EVALUATE FINANCIAL INFORMATION. MUST HAVE ABILITY TO COLLECT AND RESOLVE LARGE ACCOUNTS SUCCESSFULLY. MUST HAVE EXCELLENT COMMUNICATION SKILLS, CUSTOMER SERVICE SKILLS AND STAY CURRENT ON THE CHANGING OF WORKERS' COMPENSTION RULES AND REGULATIONS. REFER AND PREPARE FINANCIAL SETTLEMENTS TO SUPERVISOR FOR APPROVAL. REVIEW AND CHECK WORK PERFORMED BY OTHER CREDIT ANALYSTS. OTHER DUTIES AS ASSIGNED. COLLECTS AND COMPILES NEEDED INFORMATION TO ACCURATELY PROCESS TERMINATION OF COVERAGE FORMS WHEN IT IS IDENTIFIED THAT THE BUSINESS NO LONGER HAS EMPLOYEES OR IS NOT LONGER DOING IT'S BUNINESS IN THE STATE. NEGOTIATES PAYMENT PLAN OPTIONS WITH EMPLOYERS; REVIEWS ALL PERTINENT FINANCIAL INFORMATION SUCH AS TAX RETURNS AND BANK

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STATEMENTS TO HELP DETERMINE THE EMPLOYER'S ABILITY TO MAKE MONTHLY PAYMENT. MAINTAINS THE UNIT'S EXCEL SPREADSHEETS AND DATABASES. WORKS CLOSELY WITH THE OIC FRAUD AND INVESTIGATIVE UNITS IN ORDER TO BRING ROGUE EMPLOYERS INTO COMPLIANCE. ASSISTS IN TRAINING OF OTHER CREDIT ANALYSTS AND OFFICE STAFF AS NEEDED.  
OASIS #0704P00367  
PLEASE NOTE AS OF 08/31/2019, THE NEW PAY RANGE FOR THIS CLASSIFICATION WILL BE \$31,146-\$57,620.

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 COLLECTIONS, FINANCIAL ANALYSIS AND/OR ACCOUNTING.

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

DEADLINE: SEPTEMBER 09, 2019

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 INS20007 ON APPLICATION