



## West Virginia Insurance Policy and Rate Analyst 3

<b>SALARY</b>	\$43,357.00 - \$75,789.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	INS26026
<b>DEPARTMENT</b>	Revenue - Insurance Commission	<b>OPENING DATE</b>	03/30/2026
<b>CLOSING DATE</b>	4/8/2026 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

### Nature of Work

Position No.: 0704P00190  
 Posting No.: INS26026  
 Division: Life & Health  
 Office Location: 900 Pennsylvania Avenue, Charleston, WV 25302

**\*\*\*This job opportunity is not in the classified service and is not covered by the West Virginia Division of Personnel merit system\*\*\***

The Life & Health division of the WV Offices of the Insurance Commissioner helps oversee state-level efforts to implement federal health care reform and assists in the development of health-related initiatives.

The ideal candidate will be responsible for performing the following duties:

- Under general supervision, the selected candidate will analyze life and health rate, form, and binder filings at an advanced level.
- Review filings to determine compliance with West Virginia Code, legislative rules, bulletins, and federal law.
- Correspond with carriers on filing issues to reach a final disposition.
- Corresponds with insurance representatives, consumers, and the National Association of Insurance Commissioners (NAIC) on insurance concerns.
- This position requires experienced analytical skills and an ability to interpret actuarial findings.
- The selected candidate must have knowledge of life and health products, including major medical, dental, vision, long-term care, disability, life, and annuities.
- The selected candidate must have strong written and verbal communication skills, as well as strong Microsoft Excel, Tableau, and math skills.
- The selected candidate must be able to create and give public presentations to management, insurance companies, and the general public.
- Will perform other duties as assigned.

### Minimum Qualifications

**Training:** Bachelor's degree from a regionally accredited college or university.

**Substitution:** 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).

OR

Experience as described below may be substituted for the required training on a year-for-year basis.

**Experience:** Five (5) years of full-time or equivalent part-time paid employment as an insurance agent, broker, policy examiner, rate analyst, adjuster or investigator with an 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 or experience in a mathematical, statistical or actuarial field.

**Promotional Only:** One (1) year of experience as an Insurance Policy and Rate Analyst 2 may substitute for the required training and experience.

## Other Information

PG: 16 \$43,357 - \$75,789

Market Rate: \$67,395

**Important Note:** Preference may be given to candidates with experience in rate, form, or binder filings, or experience with rate making.

Note: Applicants who are interested in this job opportunity may complete an application at:

<https://personnel.wv.gov/SiteCollectionDocuments/Application.pdf> ([Download PDF reader](#)) and apply directly to the following:

Email: [Christina.N.Wickline@wv.gov](mailto:Christina.N.Wickline@wv.gov)

Mail: Christina Wickline, 900 Pennsylvania Avenue, 9th Floor, Charleston, WV 25302

**\*\*\*Please include posting number INS26026 on the application\*\*\***

Please note: Applications of current or former state employees that are mailed directly to DOP or completed via DOP's online method are not forwarded to the OIC.

Come join our team!

We believe our employees deserve the best to make sure they have a great work-life balance. The WV Offices of the Insurance Commissioner offers a great benefit package that includes:

- Holidays - Minimum of 12 paid holidays
- Leave Accrual - Ample Annual (starting at 4.61 hours a pay period) and Sick Leave (5.55 hours a pay period) Accrual
- Medical Insurance - Insurance through Public Employees Insurance Agency (PEIA) with several plan options and Flexible Benefits through Mountaineer Flex Benefits to cover additional needs
- Life Insurance - Free \$10,000 Basic Life Insurance and additional life insurance offered at a low cost to you
- Retirement - Mandatory retirement where the employee contributes a portion of their annual salary and the employer also contributes, in addition to an optional 457 deferred compensation retirement plan

**Employer**

West Virginia

**Address**

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, West Virginia, 25305

**Phone**

(304) 558-3950

**Website**

<http://personnel.wv.gov>