

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV76528
Job Class Code:	410	Salary Schedule:	AREG
EEO Category:	02	Grade:	20
Workers Comp Code:	8810		

Job Code Established:	02/21/74	Effective Date:	
Job Code Revised:	10/17/05	Effective Date:	10/8/05

JOB CODE SERIES: Industrial Analysis and Examining Series

JOB CODE TITLE: INSURANCE ANALYST

HRIS TITLE: INS ANALYST

CHARACTERISTICS OF THE CLASS: Under general supervision, performs work of average difficulty in either insurance industry regulation or insurance coverage consultation to state agencies. Regulatory positions ensure compliance with applicable federal and state laws, rules and regulations by monitoring and analyzing the insurance market and identifying filings for focused and in-depth review. Positions supporting agencies provide consultation and technical advice with respect to insurance and self-insurance coverage, programs, requirements and services.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Monitors insurance industry market and economic cycle. Develops and/or assists in developing survey for particular insurance line and/or premium comparison surveys. Ensures survey instrument meets current needs. Ensures accuracy of insurer reported data. Analyzes and reports on conclusions drawn. Reviews and analyzes insurance companies' form and rate filings for compliance with Arizona insurance law. Evaluation includes company document review, case law and statute research, rate comparison with other insurers, market trend analysis comparison with insurer's trend analysis and assumptions, etc. Recommends resolution of any outstanding issues. Meets statutorily designated deadlines. Provides health care appeals analysis of denied claims and service appeals based on contract coverage issues. Analyzes carrier's health insurance policies and care contracts and health care appeals policies to determine whether health insurer appropriately denied claims or health care services. Reports determinations. May overturn a health insurer's decision and order claim payment or service provision. Ensures appeals based on question of medical necessity are forwarded to independent medical review organization. Meets statutorily designated deadlines. Advises governmental agencies regarding insurance and self-insurance coverage, programs, requirements and services to ensure proper insurance and indemnification for agency activities, contracts, etc. Assists with technical reports and/or written consumer and customer communication for agency website and/or publication. May testify in administrative hearing or in court.

WORK CONDITIONS: Generally work in office during regularly scheduled work hours. Must meet any statutorily designated deadlines associated with work activities. May require long periods of computer screen viewing and/or hard copy reading.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: State and federal insurance law, rules, regulations, policies, procedures and case law appropriate to assignment. Local and national insurance industry, including industry concepts and practices, risk management and new business lines. Insurance rating methodologies and actuarial rate-making techniques, statistical practices, accounting and economics. Risk

management concepts and techniques appropriate to assignment. Computer operations and programs

Skill in/Ability to: Apply state and federal insurance law, rules, regulations, policies, procedures and case law. Apply insurance industry concepts and techniques. Analyze, interpret and evaluate insurance contracts, complex financial and statistical data and/or other related written documents. Determine possibly misleading, ambiguous and/or deceptive contract verbiage. Determine potential catastrophe hazards and other contingencies that may impact filings, contracts, etc. Manage work load to meet statutorily mandated deadlines. Communicate verbally and in writing, including writing technical reports of average difficulty. Establish and maintain effective working relationships with a wide variety of people. Learn state government operations. Use computer software programs common to the insurance industry and/or its regulation

KSAs are typically obtained through experience and/or education in:

- Insurance industry, e.g., insurance rate analysis, accounting, auditing, and/or underwriting

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Any position-specific specialty area(s) will be announced during the recruitment process.