

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV76530</b>
<b>Job Class Code:</b>	<b>410</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>22</b>
<b>Workers Comp Code:</b>	<b>8810</b>		

<b>Job Code Established:</b>	<b>2/74</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>10/17/2005</b>	<b>Effective Date:</b>	<b>10/8/05</b>

**JOB CODE SERIES:** Industrial Analysis and Examining

**JOB CODE TITLE:** INSURANCE ANALYST SENIOR

**HRIS TITLE:** INS ANALYST SR

**CHARACTERISTICS OF THE CLASS:** Performs work of considerable difficulty in either insurance industry regulation or insurance coverage consultation to governmental agencies. Regulatory positions ensure compliance with applicable federal and state laws, rules and regulations by monitoring and analyzing the insurance market and identifying insurance company filings for focused and in-depth rate and form review. Positions supporting agencies provide consultation and technical advice with respect to insurance and self-insurance coverage, programs and requirements and services. May act as lead over other analysts. At this level, employees are subject matter experts in both the insurance industry and its regulation.

**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 the insurance market underwriting cycle together with the economic cycle. Develops surveys for particular insurance lines and/or premium comparison surveys. Ensures survey instrument meets current needs. Spot checks accuracy of insurer's 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. Participates in analysis and review of state law and agency rules and makes recommendations, including preparation of briefs on issues and participating in meetings with internal and external stakeholders. Advises governmental agencies regarding insurance and self-insurance coverage, programs, requirements and services to ensure proper insurance and indemnification for agency activities, special events, contracts, etc. Provides technical assistance. Works with insurance agents, brokers, consultants and underwriters to negotiate and purchase state insurance coverage for assigned property and casualty insurance contracts. Ensures maintenance of renewal underwriter data. Oversees state's workers compensation budget and ensures proper agency rates. Writes complex technical reports, develops contractual agreements and insurance contract language for state exposures and contracts, develops forms and/or prepares consumer and customer communication for agency website and/or publication. May testify in administrative hearing or in court. May act as lead analyst.

**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. Local and national insurance industry, including industry concepts and practices, risk management, new business lines and/or brokering. State government operations. Insurance rating methodologies and actuarial rate-making techniques, statistical practices, accounting and economics. 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 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 complex technical reports. Establish and maintain effective working relationships with a wide variety of people. 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
- Regulation of insurance industry

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.