

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV76531
Job Class Code:	410	Salary Schedule:	AREG
EEO Category:	01	Grade:	24
Workers Comp Code:	8810		

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

JOB CODE SERIES: Industrial Analysis and Examining

JOB CODE TITLE: INSURANCE ANALYST SUPERVISOR

HRIS TITLE: INS ANALYST SPV

CHARACTERISTICS OF THE CLASS: Supervises Insurance Analysts in either insurance industry regulation or insurance coverage consultation to governmental agencies. Responsible for work area performing activities related to insurance market monitoring to ensure compliance with applicable federal and state laws, rules and regulations or responsible for work area providing consultation and technical advice with respect to insurance and self-insurance coverage, programs, requirements and services. At this level, supervisors are responsible for a work area and staff dealing with multiple lines of insurance coverage.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Oversees insurance industry market monitoring and review of insurance companies' form and rate filings for compliance with Arizona insurance law. Ensures analysts meet statutorily designated deadlines. Administers insurance laws. Makes recommendations to agency management on revision of state law and agency rules. Reviews proposed legislation affecting area supervised. Coordinates activities, as needed, within and outside agency. Handles all regulatory activities related to certain very complex insurance lines. Oversees analysts providing governmental agencies consultation and technical expertise regarding insurance and self-insurance coverage, programs, requirements and services. Reviews complex technical reports, contractual agreements and insurance contract language for state exposures and contracts, and/or agency developed consumer and customer communications. Ensures all necessary documentation and reporting is maintained. May testify in administrative hearing or in court. Oversees registration and licensing of entities of assigned programs and ensures applications are processed within statutory time frames.

WORK CONDITIONS: Generally work in office during regularly scheduled work hours.

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, insurance systems and actuarial rate-making techniques, statistical practices, accounting and economics. Supervisory concepts and techniques. 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. Apply supervisory concepts and techniques, including coaching, mentoring and training employees. Identify statewide trends and issues related to insurance market. Analyze, interpret and evaluate documents common to the insurance industry. Manage area's work load to meet statutorily mandated deadlines. Communicate verbally and in writing at a variety of levels within the industry, e.g., consumers, industry organizations, insurers, attorneys, staff, agency management, etc. Establish and maintain effective working relationships with a wide variety of people. Negotiate with individuals and entities to resolve issues. 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.