



PROPERTY & CASUALTY RATE ANALYST II

CHARACTERISTICS OF WORK:

This is advanced work performing analyses, reviews, and evaluations of insurance policy forms and insurance rate schedules. Filings are approved, acknowledged, disapproved, or recommendations are made to the Director for action to be taken. Knowledge of insurance laws and regulations as well as technical knowledge of property and casualty insurance is required. Incumbents receive instructions from the Director of Property and Casualty.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's degree from an accredited four-year college or university;

AND

Experience:

Two (2) years of experience in work related to the described duties.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Six (6) years of experience in work related to the described duties.

Substitution Statement:

Above graduation from a standard four-year high school or equivalent (GED), related education and related experience may be substituted on an equal basis.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of the job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Insurance: Possesses knowledge of insurance laws and regulations as well as technical knowledge of property and casualty insurance, including rules, rate, and form filings.

Maintains knowledge of industry data and practices. Stays abreast of proposed changes.

Technical Communication: Effectively conveys information through writing or speech about a specific topic to an intended audience.

Responds to correspondence, telephone calls, and visits from the general public, the legislature, and companies concerning rates, rules, laws, and rate filings. Communicates with insurance companies, department personnel, and the general public to gather and disseminate information. Assists persons in understanding existing rate and form filings.

Evaluating Information to Determine Compliance with Standards: Uses relevant information and individual judgment to determine whether events or processes comply with applicable laws, regulations, or standards.

Reviews forms to determine whether language complies with all applicable statutes and regulations. Reviews property and casualty insurance rate filings to determine compliance with state insurance statutes, rules, and procedures.

Problem Solving and Decision-Making: Analyzes information and evaluates results to choose the best solution and solve problems.

Demonstrates the ability to anticipate potential—and identify existing—problems; uses problem-solving tools to navigate to a practical solution. Uses creative thinking, sound judgment, and current information to provide recommendations and solutions. Considers the effects of decisions on stakeholders.

Analytical Thinking: Effectively uses knowledge and logic to address issues critical to the accomplishment of the job.

Analyzes property and casualty rule, rate, and form filings. Analyzes policy forms and insurance rate schedules. Develops information necessary to support rate filings through statistical data, comparison with other similar coverage, judgment factors, expense comparisons, or other means appropriate for the type of filing.

Establishing and Maintaining Interpersonal Relationships: Develops constructive and cooperative working relationships with others and maintains them over time.

Maintains working relationships with insurance companies, department personnel, the legislature, and the general public. Possesses effective communication skills.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Ensures that property and casualty insurance rate filings are not excessive, inadequate or unfairly discriminatory.
3. Assists in answering questions regarding technical and non-technical questions concerning property & casualty insurance, policies and research material.
2. Assists in the preparation of reports regarding the results of actuarial studies.
4. Designs insurance-related studies as directed by the Commissioner of Insurance, the legislature, and public requests.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Gathers information for actuarial review to determine whether property and rate revision requests are reasonable.

Reviews property and casualty insurance rate filings to determine compliance with state insurance laws that rates not be excessive, inadequate or unfairly discriminatory.

Assists in the preparation of reports of actuarial studies relating to complex rating cases.

Composes various letters, memos, and summary documentation.

Researches, prepares, and submits data to support reports relative to actuarial studies.

Assists in answering technical and non-technical questions concerning property & casualty insurance procedures for making a filing in Mississippi.

Handles consumer inquiries in office and when traveling out of town.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.