



LIFE AND HEALTH ANALYST II

CHARACTERISTICS OF WORK:

This is advanced work performing analyses, reviews, and evaluations of life, health and annuity form and rate filings. Under agency direction and in coordination with a consulting actuary, recommendations will be made to the Commissioner of Insurance as to whether each individual form and/or rate filing should be approved, disapproved, or acknowledged. Knowledge of insurance laws, regulations and bulletins as well as technical knowledge related to life, health and annuity insurance is required. The incumbent will receive instructions from and report to a direct supervisor.

MINIMUM QUALIFICATIONS:

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:

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

EXAMPLES OF WORK:

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

Reviews and analyzes individual/group life, health and accident and annuity form and rate filings.

Evaluates form and rate filings to determine whether language is ambiguous or misleading and complies with all applicable Mississippi statutes, regulations and bulletins.

Responsible for maintaining records of all form and rate filings assigned to the consulting actuaries and for coordinating with said actuaries to ensure that timely response is made to said form and rate filings.

Develops information necessary to support and process form and rate filings submitted electronically through the NAIC System for Electronic Rate and Form Filing (SERFF).

Initiates, receives, and responds to correspondence, e-mails, telephone calls and personal interviews with company officials, actuaries, and department staff in order to accomplish the review and take action on the form and rate filings.

Assists the general public, company officials, actuaries, attorneys, and department staff in reviewing and understanding laws, regulations, bulletins and department policies relating to life, health and annuity form and rate filings.

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.