



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 0491

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**UNDERWRITING SUPERVISOR  
WORKFORCE SAFETY AND INSURANCE**

GRADE N

**SCOPE OF WORK:**

Work involves supervising the underwriting of workers compensation insurance accounts and performing special investigations.

**DUTIES PERFORMED:**

- Supervise underwriting and support staff; establish work goals and standards, conduct performance reviews, provide feedback and mentoring to employees; coordinate staffing.
- Conduct paper review of employer operations to assess risk; determine proper rate classification and verify payroll to establish the premium for the most complex reviews and/or assist underwriters with reviews.
- Audit policies to include document review, analysis, identifying and assuring compliance, validation of facts, rate classification review and identification of underwriting trends.
- Review, interpret, and determine jurisdictional matters to determine applicability of justification and coverage requirements.
- Review, research, analyze, and interpret information gathered during employer investigation and confirm compliance; meet with private investigators, attorneys, employer representatives, and special agents to obtain and exchange information.
- Analyze and determine appropriate noncompliance periods and draft documentation of penalties.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree and six years of underwriting work experience. Additional underwriting work experience may substitute on a year-for-year basis for up to two years of the education requirement.

Eff. Date: 09/09

Rev: 07/12 – Conversion to Hay System