



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Codes: 0834
0835

INSURANCE FORM/RATE ANALYST

SCOPE OF WORK:

Work involves performing technical and administrative duties associated with the review of insurance policies and rates to ensure compliance with North Dakota Insurance law standards.

DUTIES PERFORMED AT ALL LEVELS:

- Perform financial, economic, legal, and quantitative analysis of policies submitted by insurance companies for filing and approval.
- Conduct verbal and written communications with insurers regarding changes needed to bring forms and rates into compliance.
- Respond to inquiries from agents, companies, consumers, and staff; perform back up to other analysts and hotline.
- Provide guidance and assistance in resolving insurance-related issues; provide technical assistance to other staff, insurers, agents, and consumers.
- Prepare case-related files and documents; gather and review materials relating to insurance form/rate analysis issues to ensure currency of information in case issues; complete required reports and related administrative tasks.
- Perform research on special projects.
- Conduct or assist with informational seminars and workshops to advise and inform staff, insurers, agents, and the general public on insurance matters; may provide specialized information to specific groups or consumers.

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

INSURANCE FORM/RATE ANALYST I

0834

GRADE K

LEVEL DEFINITION:

Individuals at this level work, under close supervision, with insurance companies and consumers on issues and cases which are considered less complex based on the depth of analysis required because of insurance risks and related factors involved. This insurance coverage may deal with more common issues, less variety in policies dealt with, availability of guidelines in the form of supervision, written policies and procedures, etc.

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ND Class Description
Insurance Form/Rate Analyst

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and two years of professional level work experience in the insurance field. Additional experience as described may substitute for the education requirement on a year-for-year basis.

INSURANCE FORM/RATE ANALYST II

0835

GRADE L

LEVEL DEFINITION:

Individuals at this level work with insurance companies, consumer issues, and insurance policy types which are considered more complex based on factors stated at the first level and reflected in the assignment of cases requiring greater analytical skills, consideration of a greater variety of elements to determine compliance issues, and involving determinations of greater risk and complexity.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Serve as lead worker or team leader to provide guidance and training to lower level analysts.
- Identify significant changes in policy structure and content that may require review and consideration of procedural or rule changes.
- Gather data and assist in research and testing of variables that may be incorporated into analytical methodology for reviewing policy features.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and four years of professional level work experience in the insurance field with duties that included analysis and interpretation of policies applied to a variety of circumstances affecting insurance consumers. Additional experience as described may substitute for the education requirement on a year-for-year basis.

Eff. Date: 10/74 - Created with title of Statistician

Rev: 11/82 - Re-titled Insurance Form/Rate Analyst

Rev: 1/00 - Word processing conversion

Rev: 5/01 - Added second level, reviewed grades, and updated format

Rev: 3/08 - Updated min quals

Rev: 7/12 - Conversion to Hay System

Rev: 2/14 - Updated min quals for 1st level