



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 0837

Phone: (701) 328-3290

SENIOR INSURANCE FORM/RATE ANALYST

GRADE M

SCOPE OF WORK:

Perform technical and administrative duties associated with the review of insurance policies and rates to determine compliance with North Dakota laws.

DUTIES PERFORMED:

- Provide technical guidance, coordination of work, and training of assigned analysts and clerical support staff.
- Provide input to the agency budgeting process related to the operating and equipment needs of the work unit.
- Develop and implement valid methodology for reviewing policies.
- Provide analysis, review, and recommendations related to implementation or changes to guidelines, regulations, and laws affecting the procedures for reviewing policies and rates.
- Perform financial, economic, legal, and quantitative analysis of a variety of insurance policies submitted for filing and approval.
- Conduct verbal and written communications with insurers regarding changes needed to bring forms and rates into compliance.
- Provide guidance and assistance with investigations of insurance complaints from the general public.
- Provide technical assistance on insurance-related matters to insurers, agents, and consumers.
- Maintain case-related files and documents; gather and review materials related to insurance form/rate analysis issues to insure currency of information in case issues; complete various required reports and related administrative tasks.
- Attend training seminars, meetings, and workshops provided to maintain professional credibility within the insurance field and to enhance analytical skills.
- Assist with or conduct informational seminars and workshops to advise and inform the general public on insurance matters; may provide specialized information to one or more specific groups or category of 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.

MINIMUM QUALIFICATIONS:

Requires ten years of experience in the insurance field with duties that require knowledge of insurance laws as applied to a specific area or subject within the field and that require some analysis and interpretation of policies applied to a variety of circumstances affecting insurance consumers. This experience must have included at least one year of responsibility for directing or guiding the work of other staff. Work at the Insurance Form/Rate Analyst II level may be substituted on a year-for-year basis for

all of the work experience requirement. College level course work may be substituted on a year-for-year basis for four years of the work experience requirement. The hiring agency may determine that recently completed nationally accredited insurance related training courses would be accepted for up to six months of the required work experience.

Eff. Date: 09/99

Rev: 7/12 – Conversion to Hay System