

**8155**  
**INSURANCE POLICY AND RATE ANALYST 2**

**Nature of Work**

Under general supervision, performs professional work at the full-performance level as a specialist in the examination of insurance policies, rules and rates to determine compliance with West Virginia insurance laws. Performs related work as required.

**Distinguishing Characteristics**

This is the full-performance level where the incumbent has gained the knowledge, skills and abilities to function independently. This classification is distinguished from Insurance Policy and Rate Analyst 3 by the absence of lead work and/or serving as a subject matter expert performing highly complex and technical assignments.

**Examples of Work**

Examines and analyzes insurance forms and policies to determine compliance with the West Virginia Code.

Reviews insurance rates to determine if they are adequate, equitable and not excessive.

Makes decisions on insurance matters based on accepted underwriting practices not addressed by insurance laws and regulations.

Composes correspondence to request information from insurance companies or to respond to inquiries from companies and the public.

Researches and analyzes any and all applicable state codes, federal regulations and industry manuals regarding insurance forms, policies and procedures.

Prepares reports and narratives for internal use as well as for public information and education.

May research and assist in the formulation of proposed insurance legislation.

May develop projects and programs and communicate with insurance related organizations to facilitate and improve the conduct of insurance business within the state.

**Knowledge, Skills and Abilities**

Knowledge of the theory, principles and practices of insurance, risk analysis and underwriting rules and regulations.

Knowledge of the form and content of insurance policies.

Knowledge of the laws, rules and regulations governing insurance companies.

Ability to make critical analyses of insurance rates, rules, policies and other forms.

Ability to evaluate, approve or disapprove assumptions and withdrawals of insurance policies of companies conducting business in the state.

Ability to prepare accurate conclusions and recommendations regarding insurance matters.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with others.

**Minimum Qualifications**

**Training:** Bachelor's degree from a regionally accredited college or university.

**Substitution:** Designation as a Chartered Life Underwriter (CLU), Chartered Property and Casualty Underwriter (CPCU), Chartered Financial Consultant (CHFC) or Fellow of the Life Management Institute (FLMI).

**OR**

Experience as described below may be substituted for the required training on a year-for-year basis.

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**INSURANCE POLICY AND RATE ANALYST 2 (cont'd)**

**Minimum Qualifications (cont'd)**

**Experience:** Three (3) years of full-time or equivalent part-time paid employment as an insurance agent, broker, policy examiner, rate analyst, adjuster or investigator with an insurance company or governmental insurance regulatory agency in the areas of life, property and casualty or accident and health or in a technical capacity in an insurance regulatory agency or experience in a mathematical, statistical or actuarial field.

**Promotional Only:** Two (2) years of experience as an Insurance Policy and Rate Analyst 1 may substitute for the required training and experience.

Established: 08/17/2006

Revised: 06/17/2008; 12/06/2017

Effective: 12/06/2017