

ACTUARIAL ANALYST**Nature of Work**

These positions, under general supervision, apply advanced level mathematical, statistical, and actuarial methods in the performance of actuarial functions, typically serving as an assistant to an agency or consulting actuary. Perform related work as required.

Examples of Work

Assists agency or contracted actuary.

Performs or assists with statistical analyses, reviewing information to assist in making actuarial and financial decisions related to the plan.

Performs actuarial valuations.

Reconciles data, checking for and ensuring accuracy.

Utilizes actuarial software to evaluate the financial impact of legislation.

Analyzes issues related to proper administration of the plans, including legal issues and/or unique situations.

Responds to questions and requests about actuarial issues.

Calculates actuarial factors for plan administration.

Assists in preparing reports and researching and providing actuarial data for inclusion.

Reviews reports, tables, graphs, and other communications prepared by the actuary before they are released.

Knowledge, Skills, and Abilities

Knowledge of mathematics, calculus, statistics, and probability.

Knowledge of standard casualty actuarial policies and methodologies.

Knowledge of basic actuarial practices and rate structures.

Knowledge of all laws, codes, policies, and regulations specific to area of assignment.

Skill in abstract reasoning, logic, and analysis with particular strength in mathematical talents and training.

Skill in problem recognition and problem solving.

Skill in using actuarial software.

Ability to perform detailed analysis of numerical and statistical data.

Ability to prepare complex statistical reports.

Ability to perform advanced algebra and multi-variable equations.

Ability to comprehend and apply abstract concepts and reasoning to commonplace events.

Ability to communicate effectively, both orally and in writing.

Ability to maintain effective working relationships with other employees, employers, and government officials.

ACTUARIAL ANALYST (CONT'D)

Minimum Qualifications

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

Experience: 1-3 years full-time or equivalent part-time paid experience related to mathematics, statistics, actuarial science, business administration, economics, finance, insurance, accounting, or a related field.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: Some positions may require the completion of an exam in the area of assignment.

For the Public Employees Insurance Agency

Special Requirement: Completion of an examination in the area of assignment sponsored by the Society of Actuaries or, upon appointment, incumbent will be required to begin an examination track sponsored by the Society of Actuaries related to the area of assignment.

Established: 01/16/1997

Revised: 07/26/1999; 06/09/2008; 01/06/2016

Title Change: 07/26/1999

Effective: 01/06/2016