

UNDERWRITER 2**Nature of Work**

Under general supervision, performs advanced level professional work in evaluating, classifying and rating employers applying for Workers' Compensation insurance and rating plans including guaranteed cost, retrospective rating, adverse risk, and deductible plans; performs as a team leader in overseeing the work of underwriters and associate staff; assists in the mentoring and training of underwriting staff. Applies knowledge of rating plans, employer financial standing and credit risk, employer accident experience, statutes, rules and underwriting standards to support underwriting decisions. Resolves policy problems. Performs related work as required.

Distinguishing Characteristics

Positions allocated to this class typically perform, with limited assistance from the Underwriting Team Leader, the more complex underwriting work such as retrospective rating, adverse risk, and deductible rating plan underwriting; may assist the Underwriting Team Leader in goal setting, special projects and team management; assists in training other underwriting staff.

Examples of Work**Technical Knowledge**

Evaluates and prices complex accounts such as retrospective rating, adverse risk, and deductibles; reviews decisions with Underwriting Team Leader as necessary.

Calculates premiums based on classifications, payroll exposures, credit risks, and loss control initiatives; adjusts reserves and premium taxes accordingly.

Reviews safety surveys and classification studies to ensure hazards are properly identified and controlled and to identified activities not reflected in employer applications that would result in additional classification or reclassification.

Analytical/Problems Solving

Compiles data to resolve problems or deviations from established underwriting standards and procedures; analyzes complaints and inquiries regarding insurance contracts, endorsement requests, coverages, and rating plans.

Leadership

Assists in the leadership and motivation of support staff to achieve underwriting goals and objectives. Provides assistance in resolving operational issues.

UNDERWRITER 2 (CONT'D.)**Examples of Work (CONT'D.)****Influencing/Negotiation**

Communicates rating plan options to employers to influence accurate selection of coverage options. Demonstrates ability to reach successful settlement of account issues through discussion and compromise.

Account Management and Profitability

For new and renewal employer accounts, performs underwriting account reviews, reviews premium audit results and loss control reports to assess and measure account profitability. Reviews safety surveys and classification studies to ensure hazards are properly identified and controlled to identify activities not reflected in employer applications that would result in additional classification or reclassification.

Communication

Responds to inquiries from state agencies and public entities regarding coverages, rating plans, and resulting premium calculations.

Communicates underwriting activities to Performance Council and Division Management.

Develops and delivers presentations to new and existing employers.

Customer Service

Provides customer service to employers including the issuing of provisional coverages, certificates, as well as assisting with prompt responses to employer inquiries.

Teamwork

Participates in training classes; supports senior staff and management in completing the work of the unit.

Assists in special projects and assists in training underwriter trainees and support staff.

Knowledge, Skills and Abilities

Knowledge of Workers' Compensation laws, policies, and procedures regarding risk administration, insurance and risk management, field auditing, accounting or business administration, underwriting and loss control.

Knowledge of Board of Risk and Insurance Management legal basis, and the rules and regulations governing system operation, division policies, procedures, rules and regulations; laws, rules and regulations pertaining to the insurance industry.

9485
UNDERWRITER 2 (CONT'D.)

Knowledge, Skills and Abilities (CONT'D.)

- Knowledge of advanced mathematics, including statistics.
- Knowledge of form and content of insurance policies.
- Knowledge of underwriting processes, principles, practices and underwriting administration; the theory, principles, and practices of insurance, risk selection and classification.
- Knowledge of various insurance coverages, pricing methods, and procedures.
- Ability to determine and/or calculate employer payroll exposures, classifications, experience or other rating plan modifications, and credit risks for purposes of determining the appropriate rating plan for each employer.
- Ability to explain why a particular rating plan is more beneficial for a particular employer.
- Ability to operate a personal computer and use spreadsheet and word processing software in daily work.
- Ability to analyze complex data and make sound judgments relating to underwriting administration; to read and interpret financial statements.
- Ability to maintain effective working relationships with staff, legislators, state and local officials, public employees and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to speak before groups.
- Ability to analyze and evaluate specific complaints and inquiries regarding insurance contracts, coverage and rating plans.

Minimum Qualifications

- TRAINING:** Bachelors degree from an accredited four-year college or university. Preference may be shown to applicants with a degree in business administration, finance, economics, insurance, accounting, risk management, engineering, actuarial science, or other business related area.
- SUBSTITUTION:** Experience as described below may substitute for the required training on a year-for-year basis.
- EXPERIENCE:** Two years of full-time or equivalent part-time paid professional experience in workers' compensation or other major commercial insurance provider.
- SUBSTITUTION:** Chartered Property/Casualty Underwriter (CPCU) certification may substitute for the required experience. Associate in Underwriting (AU) designation may substitute for one year of the required experience. A Certified Public Accountant (CPA) designation is equivalent to the CPCU certification for positions in the Self-Insurance Section.

UNDERWRITER 2 (Cont'd.)

Minimum Qualifications (CONT'D).

SPECIAL REQUIREMENTS: Employee will be expected to demonstrate a plan to complete the Chartered Property/Casualty Underwriter (CPCU) Program and/or other related professional designation Associate Underwriter (AU), Associate Risk Manager (ARM), within a specified time period.

PROMOTIONAL ONLY: Full-time paid experience in workers' compensation or for a major workers' compensation insurance carrier may substitute for the required training and experience on a year-for-year basis.

Established: 02/27/97
Revised: 06/09/99, 02/18/02
Effective: 02/18/02