

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

INSURANCE ANALYST I

POSITION CODE: 21561
Effective: 9-16-93

DISTINGUISHING FEATURES OF WORK:

Under supervision, performs routine technical duties in specialized areas of an insurance program, e.g., reviewing annual statements and reports, examination of policy forms, processing insurance claims, provision of advice regarding group insurance plan benefits, licensing of agents, brokers and insurance companies; all work is with a higher level specialist and subject to frequent review for subscription to held guidelines.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Examines and verifies entries in annual financial statements and reports for determination of solvency and accuracy of the financial status of the insurance companies; notifies companies of irregularities or omissions; obtains corrective information and processes corrected data.
2. Reviews and analyzes policy forms submitted for departmental approval; refers irregularities and discrepancies regarding acceptance of forms and/or revisions to a higher level analyst for review and indication of appropriate action to be taken.
3. Assists in group insurance claims resolution by gathering and verification of needed information/data as used in decision making; solicits reports required for fulfilling administrative requirements of the Group Insurance Program; provides advice regarding routine insurance eligibility, benefits available, enrollment and conversion for which responses are drawn.
4. Processes moderately technical insurance complaints received from Illinois insurer; communicates with insurer and insurance company to satisfactorily resolve said complaints.
5. Analyzes and reviews advertising material for compliance with departmental rules and regulations.

INSURANCE ANALYST I (Continued)

6. Reviews and makes recommendations regarding agents and brokers or companies applications for obtaining licenses to sell insurance within the State.
7. Compiles data for printing annual tabulars summarizing financial condition of companies authorized business within the State; compiles data for claims associated costs in the group insurance program; maintains current the Group Insurance Administrative Manual.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school and the successful completion of an approved trainee program.

Knowledges, Skills and Abilities

Requires a working knowledge of either the Illinois Insurance Code or the State Employees Group Insurance Act.

Requires a working knowledge of department rules, regulations and bulletins as relates to the particular insurance program.

Requires a working knowledge of office methods and procedures, accounting practices and auditing principles.

Requires the ability to read, assimilate and apply rule, regulations and procedures in situations with given facts.

Requires arithmetic ability.

Requires the ability to write correspondence/reports with grammatical correctness.

Requires the ability to solicit information/data from individuals as required in producing conclusions.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.