

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

INSURANCE ANALYST IV

POSITION CODE: 21564
Effective: 9-16-93

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs responsible technical duties in such specialized areas of insurance as conferring, advising and directing insurance company officials in the preparation and maintenance of financial and business documents required to obtain applicable certificates or, examining extensively the policy forms or revisions or reviewing and approving license application or performing and/or assisting lower level analyst in processing difficult consumer complaints; handling bidding specifications for group insurance letting providing official interpretations of provisions of coverage by a group carrier; training of individuals in administrative activities associated with a group insurance program.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Reviews and determines that all corporate documents required of an insurance company, including articles, bylaws, subscription agreements, changes in capital structure, subordinated debentures and mergers comply with the State Insurance Code and departmental rules and regulations.
2. Confers with and advises company representatives and officials regarding the approval or disapproval of policy forms or advertising material and indicates appropriate action necessary to correspond to department guidelines and procedures.
3. Develops inclusions for specifications to be utilized in bid letting for group insurance; necessarily evaluates benefits, costs, problems identified in production of bid specification. Prepares for approval invitation to bid for forwarding to eligible companies.
4. Provides official interpretation of rules, regulations, of the group insurance program; provides advice and counsel to agency officials, employees, department staff on complex claims, eligibilities, carriers responsibilities in the group insurance program. Trains state personnel in the administration of the Group Insurance Program and in usages of the Group Insurance Administrative Manual.
5. Performs the renewal cycle for agents/brokers licenses; coordinates processing of licenses with other departmental staff; verifies the candidate has qualified and has supplied the necessary documents for transacting insurance business; assures licensee complied with departmental rules and regulations.
6. Performs or assists lower level analyst or trainee in docketing of claims and complaints of the insurer, makes recommendations to complainant or insurance company as to corrective actions necessary to settle or expedite the settlement of claims; processes special claims cases as assigned by the executive staff.

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7. Participates in the drafting of legislation rules and departmental opinions and positions.
8. May act as assistant to analyst supervisor and/or division head or supervise clerical activity in behalf of the foregoing functions.
9. 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.

Requires one year of professional experience as would be gained as an Insurance Analyst III.

Knowledges, Skills and Abilities

Requires an extensive knowledge of the insurance code and rules, regulations, procedures and processes pursuant thereto, particularly as related to policy evaluations, license and complaint resolution; or requires an extensive knowledge of the State Employees Group Insurance Act bulletins, rules and regulations developed pursuant thereto in matters pertaining to bidding, benefits, claims, privileges of participants and responsibilities of carrier.

Requires an extensive knowledge of accounting principles and auditing methods.

Requires an extensive knowledge of office methods and procedures.

Requires an extensive knowledge of the functions, products/services of organizational components of the department.

Requires a working knowledge of cost/benefit analysis.

Requires a working knowledge of syntax and spelling.

Requires ability to act on behalf of supervisor on various occasions and to coordinate activities within a functional unit.

Requires ability to evaluate information presented and to prepare effective and comprehensive written or oral reports.

Requires ability to conduct extensive interviews.

Requires ability to establish and maintain satisfactory working relationships with insurance industry, departmental staff and the general public.

Requires ability to analyze hence to develop a method for: gathering of facts, information/data criteria of treatment and test of conclusions.

Requires the ability to articulate terms in insurance parlance to the uninitiated with a result of receiver comprehension.

Requires the ability to read, assimilate and recall with marked proficiency facts, figures and descriptive inclusions.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.