

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

INSURANCE ANALYST TRAINEE

POSITION CODE: 21566
Effective: 9-16-93

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, participates for a period of six to twelve months in an occupational training program designed to develop the necessary skills to perform in the various phases of group insuring or insurance regulation.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives orientation and training in the meanings and applications of inclusions in either the Illinois Insurance Code or the State Employees Group Insurance Act and appurtenant rules, regulations, bulletins and interpretations in the particular subject area.
2. Learns to review annual financial statements and reports for determination of solvency and accuracy of the financial status of insurance companies and to confer with companies concerning irregularities or omissions.
3. Learns to review and analyze policy forms submitted for departmental approval; refers irregularities and discrepancies regarding acceptance of policy forms and revisions to a higher level analyst for review and indication of appropriate action.
4. Receives training in the processing of insurance complaints for which responses are within developed interpretations/guidelines from either Illinois consumers or state employees and communicates with insurance carriers to provide response to such complaints.
5. Learns to analyze and review advertising material for compliance with departmental rules and regulations.
6. Receives on-the-job training in specialized areas of insurance, life, accident, health, property and casualty.

INSURANCE ANALYST TRAINEE (Continued)

7. Receives instructions as to the applications of procedures, criteria and processes set forth in the Group Insurance Administrative Manual. As an exercise makes premium calculations for individual participants. Maintains compilative records of numbers of claims processed by given category.
8. Receives orientation in the mode of communicating and deriving information/data, e.g., in particular insurance areas what information/data is required to produce decisions/conclusions; how to frame questions that are directed to a required provision of information/data; courtesy in responding to queries that are of major concern to individuals.
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 a minimum of two years of diversified clerical experience in the insurance industry or two years clerical experience within the department in areas such as licensing, certifying or regulating of life, accident and health or property and liability insurance companies or in such areas as processing of group insurance individual claims, reporting of expenditures for group insurance health and life.

Knowledges, Skills and Abilities

Requires an elementary knowledge of office methods and procedures, internalized accounting practices and work principles.

Requires the ability to assimilate procedures, criteria as derived from either Illinois Insurance Code or State Employees Group Insurance Act and associated rules, regulations, bulletins pursuant thereto.

Requires the ability to receive, understand and follow verbal instructions.

Requires the ability to literally translate written instructions to specified products/services.

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.