



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## INSURANCE POLICY SPECIALIST II

Job Number: 20000886

Job Code: 35330V000101

Job Group: 3500 - INSURANCE REGULATION

Job Established: 05/16/2001

Job Revised: 02/24/2006

Grade: 15	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$19,882-\$26,339 - Hourly	<b>NONE</b>
	\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs complex research, analysis or planning functions related to property and casualty insurance or life insurance programs (including mathematical and statistical analyses). Serves as trainer for new staff. Serves as project leader; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have four years of professional experience in property and casualty insurance or life insurance claims/systems; and/or research, planning, policy development or administration functions for an insurance company or insurance regulatory agency.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate work in planning, public administration, business administration, actuarial science, mathematics, statistics, economics or a related field will substitute for the required experience on a year-for-year basis up to two years OR Successful completion of two actuarial examinations from either the Society of Actuaries or the Casualty Actuarial Society will substitute for the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Professional experience in the preparation of insurance reports, audits, actuarial or loss reserving will substitute for two years of the required college on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides research and analysis of complex property and casualty or life insurance issues that may include actuarial, statistical, econometric, or accounting disciplines and other planning and policy. Organizes and presents policy options to management staff, including market competitiveness. Organizes, directs, and implements studies to determine property and casualty or life insurance needs and resources for the state. Recommends policies, goals, and strategies, including database needs. Coordinates and evaluates specific programmatic projects and/or new initiatives related to property and casualty or life insurance program needs. Provides technical assistance to the public, actuarial or other organizations, and professional and government officials. Serves as project leader for staff. Trains new staff in procedures and techniques related to the mission of the office.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Duties are typically performed in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*