COMMONWEALTH OF KENTUCKY
JOB CLASS SPECIFICATION

ACTUARY

Job Number: 20000887

Job Code: 35350V000101

Job Group: 3500 - INSURANCE REGULATION

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 18	Salary (MIN - MID):	**Special Entrance Rate:**
	$26.462-$35.056 - Hourly	**NONE**
	$4,300.08-$5,696.60 - 37.5 Hr. Monthly Salary	**NONE**
	$4,586.76-$6,076.38 - 40 Hr. Monthly Salary	**NONE**

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.*

Provides professional advice, reports, actuarial analyses, and related data pertinent to the establishment, maintenance, review and/or regulation of programs in life, health and casualty insurance, annuities, retirement plans and/or other benefit programs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in actuarial science, mathematics, statistics, economics, accounting or a related field.

EXPERIENCE:

Must have five years of actuarial experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Fellowship in the American Academy of Actuaries, Society of Actuaries or Casualty Actuarial Society may be substituted for the required experience.

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.***

Applies, analyses and/or coordinates, the application of appropriate techniques from actuarial, statistical, econometric, and accounting disciplines to specific programs. Performs or coordinates actuarial analyses of contributions, reserves and liabilities of retirement, health, workers compensation and other benefit programs as needed for purposes of determining actuarial soundness, adequacy of premiums and compliance with laws or regulations. Reviews proposed legislation and regulations to determine financial impact on state government, insurance industry and the public. Provides expert witness advice in appropriate program hearings. Represents the department in hearings and at conferences. Prepares detailed analytical records and reports.

UNIQUE PHYSICAL REQUIREMENTS:

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

Work is typically performed in an office setting. Occasional travel will be required.

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.