

State of Ohio (DAS)

Classification

Specification

CLASSIFICATION SERIES:

Insurance Examination Data Specialist

SERIES NO.:

6722

MAJOR AGENCIES:

Insurance only

EFFECTIVE DATE:

05/15/2016

SERIES PURPOSE:

The purpose of the insurance examination data specialist occupation is to systematically analyze preliminary market conduct review/examination plans to resolve complex data transfer problems, set parameters for divisional computer data to enable insurance compliance examiners to meet review/examination objective to efficiently & effectively test for violations of insurance laws & design complex computer data requests & submit to insurance company management information officer for insurance company production of computer data & documents necessary for completion of review/examinations by compliance examiners.

At the supervisory level, incumbent supervises insurance examination data specialists.

This class reserved for use by the Ohio Department of Insurance only.

JOB TITLE

Insurance Examination Data Specialist

JOB CODE

67221

PAY GRADE

33

EFFECTIVE

05/15/2016

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of insurance laws governing general non-financial business practices (e.g., advertising, sales & marketing, policy rates, agent licensing, underwriting, claims settlement) of insurance companies authorized to conduct business in state of Ohio, computer science & systems programming in order to systematically analyze preliminary market conduct review/examination plans to resolve complex data transfer problems, set parameters for divisional computer data to enable insurance compliance examiners to meet review/examination objective to efficiently & effectively test for violations of insurance laws & design complex computer data requests & submit to insurance company management information officer for insurance company production of computer data & documents necessary for completion of review/examinations by compliance examiners.

JOB TITLE

Insurance Examination Data Specialist Supervisor

JOB CODE

67225

PAY GRADE

15

EFFECTIVE

03/07/2004

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of insurance laws governing general non-financial business practices (e.g., advertising, sales & marketing, policy rates, agent licensing, underwriting, claims settlement) of insurance companies authorized to conduct business in state of Ohio, computer science, systems programming & supervisory principles & techniques in order to supervise insurance examination data specialists & direct staff in systematically analyzing preliminary market conduct review/examination plans, in resolving complex data transfer problems & in designing complex computer data requests.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Insurance Examination Data Specialist	67221	14	05/15/2016	33

JOB DUTIES IN ORDER OF IMPORTANCE: (these duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Systematically analyzes preliminary market conduct review/examination plans (i.e., prepared by insurance compliance supervisor) prior to in-house or on-site market conduct reviews & examinations of insurance companies authorized to conduct business in Ohio, resolves complex data transfer problems, sets parameters for divisional computer data to enable insurance compliance examiners to meet review/examination objective to efficiently & effectively test for violations of insurance laws, designs complex computer data requests & submits to insurance company management information officer for insurance company production of computer data & documents necessary for completion of review/examinations by compliance examiners, travels to insurance company home offices within & outside state of Ohio to arrange for installation &/or to facilitate use of division computer software programs to link with company mainframe computer giving division ability to prepare statistically valid file samples used by compliance examiners in performance of assigned duties, tests computer data for creditability, responds to all insurance company inquiries regarding market conduct division's data requirements, designs specific tests for examiner use on division personal computers with in-put from divisional staff (i.e., manager, supervisor & lead examiner) to assess insurance company business practices, serves as on-site examination team computer analyst & acts as liaison with company management information systems officer to resolve data problems.

Designs market conduct annual statement data submission requests to all private passenger automobile, homeowner & health insurance companies doing business in Ohio; drafts appropriate annual statement data call notices to senior insurance company management & coordinates mailing of submission requests; serves as division point person for resolution of complex technical inquiries from insurance company computer programmers relative to annual statement data requirements; uploads insurance company computer disks containing claim & underwriting data into division computer database; designs & programs division computer databases for analysis of data & appropriate computer reports for review by division manager; recommends & assists in establishing divisional computer policies & procedures; serves as divisional liaison with department of insurance, National Association of Insurance Commissioners (i.e., NAIC), other state insurance departments & insurance companies through electronic media for exchange of regulatory information; retrieves & transmits data via Regulatory Information Retrieval System (i.e., RIRS); communicates division target on-site examination start dates & completion date to NAIC & other state's market conduct divisions via NAIC examination tracking system (i.e., ETS).

Serves as technical liaison between division, agency information & technology, division, NAIC & other state agencies regarding data transfer via computer; trains division personnel regarding system changes, personal computer updates & use of new computer software; inspects &/or troubleshoots computer problems & coordinates repairs; maintains division inventory of division personal computers & equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of insurance practices governing assigned division (i.e., market conduct); insurance laws governing general non-financial business practices (e.g., advertising, sales & marketing, policy rates, agent licensing, underwriting, claims settlement) of insurance companies authorized to conduct business in state of Ohio*; computer science; systems programming; statistics; public relations. Skill in operation of personal computer; mainframe computer; calculator. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; understand technical literature of concrete nature; develop & generate written communication letters, work papers & reports; communicate verbally; respond to inquiries from insurance industry representatives.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in computer science, insurance, accounting, business economics, statistics/mathematics or liberal arts; 4 yrs. exp. (i.e., regulatory or industry) in insurance information management systems, internal or external auditing, claims analysis, or underwriting that includes 24 mos. exp. in computer applications (e.g., Excel, Access, ACL) ; satisfactory completion of 3 insurance &/or insurance designation courses; must provide own transportation.

-or 2 yrs. exp. as Insurance Compliance Examiner 3, 67213; 2 yrs exp. in computer applications (e.g., Excel, Access, ACL).

-or equivalent of minimum class qualifications for employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; may require overnight travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Insurance Examination Data Specialist Supervisor	67225	022	03/07/2004	15

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises insurance examination data specialists & directs staff in systematically analyzing preliminary market conduct review/examination plans prior to in-house or on-site market conduct reviews & examinations of insurance companies authorized to conduct business in Ohio, resolves complex data transfer problems, sets parameters for divisional computer data to enable insurance compliance examiners to meet review/examination objective to efficiently & effectively test for violations of insurance laws, designs complex computer data requests & submits to insurance company management information officer for insurance company production of computer data & documents necessary for completion of review/examinations by compliance examiners in performance of assigned duties, test computer data for credibility, responds to all insurance company inquiries regarding market conduct division's data requirements, designs specific tests for examiner use on division personal computers with in-put from divisional staff to assess insurance company business practices, serves as examination team computer analyst & acts as liaison with company management information systems officer to resolve data problems.

Manages & oversees staff in conducting assigned automated examinations assigned to directly by agency administrators (e.g., insurance compliance manager; assistant director of office of investigative & licensing services; agency director) or National Association of Insurance Commissioners (i.e., NAIC) & assists NAIC in overseeing automated process across country.

Manages & oversees current market conduct performance examination review data submission requests to all private passenger automobile, homeowner & health insurance companies doing business in Ohio, oversees drafting of appropriate data call notices to senior insurance company management & coordinates mailing of submission requests; serves as division point person for resolution of complex technical inquiries from insurance company computer programmers relative to performance examination review data requirements; oversees uploading insurance company computer disks containing claim & underwriting data into division computer database; oversees designing & programming of division's computer databases for analysis of data & appropriate computer policies & procedures; serves as divisional liaison with Department of Insurance (i.e., ODI), NAIC & other state insurance departments & insurance companies through electronic media for exchange of regulatory information; monitors retrieval & transmission of data via regulatory information retrieval system; communicates division target on-site examination start dates & completion date to NAIC & other states' market conduct divisions via NAIC examination tracing system.

Oversees & designs division computer databases for analysis or extraction of data & appropriate computer reports (i.e., ODI complaints; licensed agents; market conduct; examination information; prompt payment complaints); oversees staff serving as technical liaisons between division, agency information & technology division, NAIC & other state agencies regarding data transfer via computer, trains division personnel regarding system changes & personal computer updates, recommends hardware & software purchases; troubleshoots computer problems & coordinates repairs; maintains division inventory of divisional personal computers & equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of insurance practices governing assigned division (i.e., market conduct); insurance laws governing general non-financial business practices (e.g., advertising, sales & marketing, policy rates, agent licensing, underwriting, claims settlement) of insurance companies authorized to conduct business in state of Ohio*; computer science; inventory control*; systems programming; electronic data process (e.g., spreadsheets; database; mainframe; structures; ACL); supervisory principles & techniques*; employee training & development*; managerial principles & techniques; statistics; budgeting*; public relations. Skill in operation of personal computer; mainframe computer; calculator. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; deal with many variables & determine specific action; use statistical analysis; understand technical literature of concrete nature; develop & generate written communication letters, work papers & reports; communicate verbally; respond to inquiries from insurance industry representatives; prepare & deliver speeches before insurance industry entities.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in computer science, insurance, accounting, business administration or statistics; 60 mos. exp. in insurance industry in property & casualty or life & health fields as management information systems operations analyst, internal audit examiner or computer programmer which includes at least 24 mos. exp. in computer operations (e.g., computer operations analyst); completion of at least 3 courses in either chartered property

casualty underwriter (i.e., CPCU), chartered life underwriter (i.e., CLU) or life office management association (i.e., LOMA) sponsored study programs.

-Or completion of undergraduate core program in computer science, insurance, accounting, business administration or statistics; 36 mos. exp. in insurance industry in property & casualty or life & health fields as systems operations analyst, internal audit examiner, claim adjuster/analyst or underwriter; 24 mos. exp. in property & casualty or life & health field in regulatory position which involved ensuring compliance with insurance laws, rules & regulations.

-Or completion of undergraduate core program in computer science; 36 mos. exp. in insurance field which includes experience in database design, spreadsheets, accounting, statistical analysis, auditing or examination process; possession of certification as certified financial examiner or certified insurance examiner.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; may require overnight travel.