



Insurance Specialist II

Salary Group: B16

Class Code: 2843

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
INSURANCE SPECIALIST I	2842	B14	\$31,144 - \$49,134
INSURANCE SPECIALIST II	2843	B16	\$34,918 - \$55,130
INSURANCE SPECIALIST III	2844	B18	\$39,521 - \$64,449
INSURANCE SPECIALIST IV	2845	B20	\$45,158 - \$73,788

GENERAL DESCRIPTION

Performs routine (journey-level) insurance inspection or investigation work. Work involves inspecting work sites, auditing forms and coverage documents for completeness and compliance with laws and regulations, furnishing insurance rates, investigating possible violations of the Texas Insurance Code, conducting inspections and investigations of agent and underwriter operations, and computing unearned premiums on policies. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Determines whether claims are justified, calculates amounts due on claims, processes check requests, and records and balances checks.

Audits forms and files, tax reports, and workers' compensation policies and endorsements for completeness and compliance with laws and regulations.

Analyzes insurance policy advertisements, solicitations, and tables of values to determine statutory compliance.

Conducts investigations of possible violations of the Texas Insurance Code and agency regulations, and prepares reports of findings.

Reviews and processes insurance risk submittals, prepares files on new risks, and submits filings to a board and the *Texas Register*.

Reviews and approves insurance forms.

Examines and verifies ratings and premium adjustments, and maintains experience rating files and records.

Inspects and investigates agent and underwriter operations, and recommending disciplinary action as appropriate.

Inspects work sites for insurance risks and assists in assigning classifications to risks.

Researches subscriber files for comparable risks.

Develops rates and rating plans, and reviews and analyzes policy forms.

Prepares correspondence, advises others on insurance matters, and assists in resolving insurance complaints.

Recommends the discontinuance or modification of contract supplier services.

Assists in conducting investigations of insurance premium finance company license applicants and insurance operations irregularities.

Assists in conducting inspections of buildings, communicates with company representatives and insured parties, and assists in making recommendations on automatic sprinkler and fire alarm systems.

Assists in auditing records to determine companies' financial conditions.

Assists in monitoring company activities to ensure compliance with orders and regulations.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in insurance work, health care, regulatory, legal, or plan administration. Graduation from an accredited four-year college or university with major coursework in insurance, finance, mathematics, business administration, or accounting is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of insurance principles and practices; and the laws and statutes regarding insurance rates and rate modification, workers' compensation, licensing, taxation, and reserve analysis.

Skill in the use of office equipment.

Ability to comprehend tax forms and reports, to determine compliance with regulatory rules and statutes, to conduct inspections and investigations, to inspect buildings and identify building hazard risks, to prepare concise reports, to understand and apply mathematical formulas, and to communicate effectively.