



# Insurance Specialist IV

Salary Group: B20

Class Code: 2845

<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
<b>INSURANCE SPECIALIST IV</b>	<b>2845</b>	<b>B20</b>	<b>\$45,158 - \$73,788</b>

## GENERAL DESCRIPTION

Performs highly complex (senior-level) insurance inspection or investigation work. Work involves coordinating the investigation of possible violations of the Texas Insurance Code, administering and regulating the calculation of insurance rates, and interpreting insurance rules and regulations. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Coordinates inspections and reviews reports of findings.

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

Coordinates inspections of facilities to establish key rates, and communicates with agency representatives and insured parties on matters relating to key rates.

Administers and regulates the calculation and distribution of average rates pertaining to blanket insurance coverage.

Reviews sprinkler system drawings and calculations.

Reviews and evaluates program activities, and recommends operational improvements and budgetary needs as appropriate.

Reviews and processes rate applications and filings, policy form filings, and rating symbol changes.

Reviews building plans and specifications prior to the start of construction.

Reviews licensing and licensing education practices and procedures, and makes recommendations for improvement as appropriate.

Researches problems concerning the development and interpretation of programs, manuals, rules, rates, and policy forms; and makes recommendations for improvement as appropriate.

Initiates company liquidation processes, recommends policies and procedures for the governance of receiverships, and assists in resolving problems related to liquidation.

Audits and reviews filings, rules, rates, forms, and complaints relating to one or more lines of insurance for completeness and compliance with laws and regulations; and investigates insurance violations.

Prepares and submits reports on program performance.

May supervise the work of others.

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 prepare concise reports, to understand and apply mathematical formulas, to review and evaluate program activities, to audit reports and forms, to communicate effectively, and to supervise the work of others.