



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE INSURANCE RATE ANALYST/ INSURANCE RATE ANALYST

\$4,829 - \$6,048/\$3,247 - \$5,029

RATE REGULATION BRANCH

LOS ANGELES

This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days.

RESPONSIBILITIES:

Under direction of the Bureau Chief, the incumbent prepares analyses, compilations, and summaries of insurance rates. Typical duties will include but are not limited to: review and analyze rate filings containing rates, rating plans, rating systems, manual rules and policy forms to determine completeness and accuracy of data, impact on rates, appropriateness of forms, and compliance with California Insurance Code and California Code of Regulations; effectively communicate with insurers and other departmental staff to gather information and research issues; finalize worksheets and prepare recommendations; assist the team leader in maintaining organizational and operational functions for the assigned team; complete individual projects or assist in group projects as assigned by the team leader or the Bureau Chief; and other related duties as required. This is an opportunity to work at a state agency focused on consumer protection. New hires receive on the job training in the details of the rate approval process.

DESIRABLE QUALIFICATIONS:

- Understand mathematical algorithms and be able to use statistical methods and various computer application programs
- Ability to gather and analyze data, reason logically, draw valid conclusions and prepare reports.
- Ability to communicate effectively, both oral and written
- Ability to develop effective working relationships with all levels of staff
- Willingness to pursue professional enhancement activities by acquiring and maintaining an advanced working knowledge of insurance products, laws, practices, and procedures through independent study and continuing education courses
- Familiarity with Proposition 103 prior approval lines.

WHO MAY APPLY:

Applications will be accepted from current State employees at the **Associate Insurance Rate Analyst and Insurance Rate Analyst** level, those with transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the

12/07/15 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."



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most qualified candidates will be interviewed. **All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.**

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Associate Insurance Rate Analyst/Insurance Rate Analyst, PSN # 413-323-4438-XXX/413-323-4441-XXX" ON THE STATE APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call Malinda Randolph at (916) 492-3300.

FINAL FILING DATE: December 21, 2015 by 5:00 p.m. – Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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