



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

INSURANCE POLICY SPECIALIST I

Job Number: 20000885

Job Code: 35320V240816

Job Group: 3500 - INSURANCE REGULATION

Job Established: 05/16/2001

Job Revised: 08/16/2024

Grade: 13 Salary (MIN - MID):

\$20,549-\$30,824 - Hourly

\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary

\$3,561.84-\$5,342.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

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.*

At the professional level, reviews and analyzes property and casualty insurance, health insurance or life insurance programs, collects and analyzes insurance data, and/or assists in the development of policy; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with an associate's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of professional experience in property and casualty insurance, health insurance, life insurance claims/systems, research, planning, policy development, or administration functions for an insurance company or insurance regulatory agency.

Substitute EDUCATION for EXPERIENCE:

Additional education in planning, public administration, business administration, actuarial science, mathematics, statistics, economics, or a related field will substitute for the required experience on a year-for-year basis up to two years OR Successful completion of one actuarial examination from either the Society of Actuaries or the Casualty Actuarial Society will substitute for the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional experience in the preparation of insurance reports, audits, actuarial loss reserving, property and casualty insurance, health insurance, life insurance claims/systems, research, planning, policy development, or administration functions for an insurance company, insurance agency, or insurance regulatory agency will substitute for the required education on a year-for-year basis.

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.*

Reviews and analyzes property and casualty, health, or life insurance issues, prepares analytical summaries, and provides technical assistance. Provides oversight of rates and rules or program needs prior to completion of projects. Prepares recommendations for policies, strategies, and database needs. Organizes and updates basic information found in publications, research, and databases. Designs database models for reporting. Analyzes such data with regard to cost and outcome. Researches, reviews, analyzes, and synthesizes property and casualty, health, or life insurance information. Assists with recommendations on policies, goals, and strategies related to property and casualty, health, or life insurance needs and resources. Assists in the planning and coordination of specific program initiatives, including monitoring market competitiveness.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

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

Duties are typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification 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, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.