

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

<b><u>CLASSIFICATION SERIES</u></b> BWC Underwriting Consultant	<b><u>SERIES NUMBER</u></b> 6353
<b><u>MAJOR AGENCIES</u></b> Workers' Compensation only	<b><u>EFFECTIVE</u></b> 12/27/2015

**SERIES PURPOSE**

The purpose of the BWC underwriting consultant is to act as technical expert to plan, direct, monitor & evaluate effectiveness, timely service & cost effectiveness of Employer Management Services programs.

**GLOSSARY**

Employer Management Services section – Operational area within the BWC housing work units that design programs & set policy related to underwriting & premium audit (i.e., Black Lung Fund, Marine Fund, NCCI Classification System & Jurisdictional Issues), business development & management, self-insured employers, professional employer organizations (PEOs), employer programs (e.g., group rating, retro rating, one claim program, premium cap, drug-free safety program), & employer compliance.

Note: This class is designed exclusively for use within the Employer Management Services section of the Bureau of Workers' Compensation.

**JOB TITLE**  
BWC Underwriting Consultant

**JOB CODE**  
63531

**PAY GRADE**  
14

**EFFECTIVE**  
12/27/2015

**CLASS CONCEPT**

The expert level class works under general direction & requires comprehensive knowledge of insurance & risk management in order to plan, direct, monitor & evaluate effectiveness, timely service & cost effectiveness of operations for assigned area(s) within Employer Management Services section.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
BWC Underwriting Consultant	63531	EX	12/27/2015	14

**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.)**

Plans, directs, monitors & evaluates effectiveness, timely service & cost effectiveness of operations for assigned area(s) within Employer Management Services section (e.g., develops & implements methods of evaluating program operations; develops operating standards & plans; participates in meetings concerning problem accounts & trends in loss ratios; reviews various management reports to evaluate progress & activity in regional operations; analyzes trends &/or identifies underlying factors which negatively impact program; recommends programs or processes to address identified problems &/or issues; drafts & recommends policy &/or guidelines; gathers relevant data & develops technical manuals; analyzes proposed legislation to determine impact; develops new programs; develops training programs for BWC staff & customers regarding new programs or processes).

Supervises assigned staff or leads team to complete special assignments/projects & oversees assigned personnel as necessary.

Attends related training programs & industry conferences; attends regional staff meetings; prepares various reports & position papers as required; responds to general & sensitive inquiries & complaints; provides technical assistance to, meets with, makes special presentations &/or provides training to special interest groups, employers &/or BWC staff relative to changes in existing programs &/or forms; creates & maintains documentation of work flow; prepares documentation for & attends adjudicative committee hearings & evaluates resulting decisions to recommend necessary changes to policies & guidelines.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of accounting, business or related field; BWC law & insurance & risk management\*; employee training & development. Skill in operation of personal computer\*. Ability to deal with many variables & determine specific course of action; deal with some abstract but mostly concrete variables; write complex reports & position papers; draft &/or edit administrative policies, procedures, informational booklets/manuals &/or directives; gather, collate & classify information about data, people or things.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of undergraduate core program in business administration, insurance & risk management, accounting or related field of study; 4 yrs. exp. in assigned program area with Ohio Bureau of Workers' Compensation or with private insurance carrier (e.g., underwriting, premium audit, risk management & analysis).

-Or 4 yrs. exp. as Workers' Compensation External Auditor, 66431, or Workers' Compensation Underwriter, 66791 or Employer Services Specialist, 66432 or any combination of these positions totaling 4 yrs. exp.

-Or 4 yrs. exp. in research & analysis of risk-related information/reports (e.g., audit reports, rating inspections, progress reports, experience exhibits, retrospective re-evaluations, safety & hygiene reports, protest letters, manual classifications) &/or developing, coordinating, evaluating & monitoring risk-related programs.

-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**

Not applicable.