

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

BWC Underwriting Consultant

SERIES NO.:

6353

MAJOR AGENCIES:

Workers' Compensation only

EFFECTIVE DATE:

1/10/1999

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 operations for assigned area.

Note: This class is designed exclusively for the Bureau of Workers' Compensation.

CLASS TITLE:

BWC Underwriting Consultant

CLASS NUMBER:

63531

EFFECTIVE DATE:

1/10/99

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 (e.g., underwriting; premium audit review; timely implementation of legislative & senior management mandated programs; alternative rating programs; maintenance & on-going development of computer system functional requirements for application processing, policy maintenance underwriting, rating, risk management, auditing, billings & collections; defining negatively impacted employers).

<u>CLASS TITLE:</u> BWC Underwriting Consultant	<u>CLASS NUMBER:</u> 63531	<u>BARGAINING UNIT:</u> 22
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EFFECTIVE DATE:

1/10/1999

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 (e.g., develops & implements methods of evaluating operations; develops operating standards & plans; participates in interviews with regional managers concerning problem accounts & trends in loss ratios; reviews various management reports to evaluate progress & activity in regional operations; analyzes trends &/or identifies underlining 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 inquires & 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.

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, 63521 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 evidence 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.