



OFFICE OF THE ATTORNEY GENERAL

200 St. Paul Place Baltimore, MD 21202

www.marylandattorneygeneral.gov

JOB ANNOUNCEMENT REPOST
ADMINISTRATOR II
People's Insurance Counsel

Posting Date: May 24, 2023

Closing Date: June 14, 2023

Job Title: Administrator II
(Casualty Actuarial Analyst/Investigator)

Position Type: Regular Full time

Salary: \$59,608 - \$92,290 The salary range is based on a multitude of factors including applicable personnel rules, regulations, and guidelines.

Location: Office of the Attorney General (OAG), People's Insurance Counsel
200 St. Paul Place Baltimore, MD 21202

Telework Status: A hybrid remote telework and in-office schedule option may be available per OAG's policies and procedures.

Description: The Office of the Attorney General is seeking applicants for the position of Casualty Actuarial Analyst/Investigator for the People's Insurance Counsel Division (PICD). The duties of PICD include the evaluation of all medical professional liability insurance and homeowners' insurance matters. This includes review and analysis of filings and complaints pending before the Commissioner of the Maryland Insurance Administration (MIA) to determine whether the interests of insurance consumers are affected. PICD may conduct investigations and request the Commissioner to initiate an action or proceeding to protect the interests of insurance consumers. PIC may be a party to administrative hearings and court proceedings. PICD participates in outreach to consumers.

Job responsibilities include but are not limited to: providing analytical and administrative support to assistant attorneys general in PICD. Primary responsibilities include tracking and analyzing/investigating insurance filings from the SERFF system and review of consumer complaints. Review certain insurance rate, rule, form filings and underwriting guidelines that have been submitted to the Maryland Insurance Administration or used by insurers in the State of Maryland, regarding the effect of the filings on consumers and to determine whether the filings are excessive, inadequate, or unfairly discriminatory. Applicant must be able to communicate actuarial analysis and conclusions to non-actuaries. Some legal and industry research; outreach participation; and other duties as needed. Lead or supervise PICD personnel as to data reports, filings/complaints/outreach reviews, and special projects to meet PICD goals. This position conducts document and database management; draft and maintain written documents and correspondence; calendar management; mail; communication with consumers and other stakeholders.

Employment Benefits: The successful candidate will be eligible for subsidized health benefits (medical, prescription, dental and vision coverage) and life insurance; leave, including annual (vacation), personal, sick, and paid parental leave; and will be eligible for participation in a contributory defined benefit pension plan in which they are vested after ten years. State employees are eligible to participate in two supplemental retirement plans. The State also offers a free mass transit benefit for local bus and express bus services.

Experience:

Bachelor's degree from an accredited college or university in Mathematics, Actuarial Science, Statistics, or related fields. Two years of actuarial or insurance analysis experience and familiarity with underwriting guidelines (preferably in the property and casualty industry). Applicants may substitute two years of experience drafting or analyzing insurance filings for a regulatory agency or licensed insurer, or actuary firm for the required education.

Special Requirements: Completion of three (3) Casualty Actuarial Society or Society of Actuary exams or two (2) Casualty Actuarial Society or Society of Actuary exams and completion of all VEE – Validation by Education Experience Topics.

The ideal candidate will have knowledge of rate development methodologies, homeowners' coverages and policy provisions. Applicants must have excellent computer skills and the ability to provide excellent consumer service and administrative skills as requested. Knowledge of and experience working with Systems for Electronic Rate and Form Filing (SERFF) and prior complaint resolution and/or community outreach is preferred.

Submission: Interested persons should submit an application and supplemental questionnaire through the Department of Budget and Management, Maryland State Online Employment Center <http://www.jobaps.com/MD/> by the close of business on Wednesday, June 14, 2023.

Equal Opportunity Employer: The Office of the Attorney General is an equal opportunity employer that encourages all interested persons to apply regardless of race, color, religion or belief, ancestry, national origin, age, marital status, sexual orientation, gender identity and/or expression, disability, pregnancy, family or parental status, veteran status, genetic information, or any protected category prohibited by local, state or federal laws.

Commitment to Diversity, Equity, Inclusion, and Belonging: The Office of the Attorney General views equity, diversity, inclusion, and belonging as the pathway to achieving professional excellence and fostering and maintaining a culture where every employee can thrive. We strive to create a community that draws upon the best pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values. We honor, respect, and celebrate all differences, both visible and invisible, and are committed to recruiting, retaining, and promoting individuals who have historically been underrepresented in the practice of law and professional careers.