

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
INSURANCE ADMINISTRATOR**

Characteristic Work of the Class

Definition:

This is highly responsible administrative work assisting in the overall supervision and administration of the Insurance Department. The employee in this class conducts and directs research pertaining to the Insurance Department and makes recommendations to the Commissioner or Deputy Commissioner on departmental policy. Instructions are received from the commissioner or deputy commissioner in general form concerning implementation and planning of programs and departmental operations.

Examples of Work Performed:

Plans, directs and conducts research pertaining to the development of new trends in the insurance industry.

Plans, directs and conducts research pertaining to the insurance department, its functions, and its relationships with the insurance industry.

On the basis of research, develops and recommends insurance legislation, making appearances before legislative committees and other public officials.

Develops and recommends changes in the Insurance Department's rules, regulations, policies, functions, etc.

Reviews all proposed legislation pertaining to insurance.

Performs varied technical functions in assisting in the planning, organizing, and coordinating of activities of the department.

Presides at hearings when designated by the Commissioner.

Prepares briefs, evaluates testimony and drafts orders.

Keeps records and makes comprehensive reports.

Performs related work as required.

Qualifications:

Required knowledge, skills, and abilities:

Extensive knowledge of insurance research and actuarial analysis of insurance statistics.

Extensive knowledge of the basic principles and theories of insurance.

Thorough knowledge of the methods and practices of good administration.

Knowledge of the insurance laws of Wisconsin and other states, and the administrative rules, policies, and procedures of the insurance department.

Knowledge of accounting methods and principles, particularly as applied to the examination and audit of insurance companies.

Knowledge of insurance rates, and rate making.

Ability to plan, organize, and direct the activities of field and office employees in order to assure the effective administration of laws, regulations, and policies pertaining to the supervision of the insurance industry.

Ability to analyze complex audit reports, financial statements, and other materials pertinent to the determination of the solvency of insurance companies.

Ability to establish and maintain effective working relationships with employees, officials, and the public.

Minimum Training and Experience:

Such training as may be gained through graduation from a college or university, with several courses in accounting, business administrations, mathematics, insurance, or law, and seven years of progressively responsible experience in insurance administration, these years of which have been in a capacity involving responsibility for planning and directing programs or comprehensive research activities; or an equivalent combination of training and experience.

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