

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

INSURANCE PROGRAM SPECIALIST  
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions located within the Office of the Commissioner of Insurance which are responsible for administering the Patients Compensation Fund (PCF) and the Wisconsin Health Care Liability Insurance Plan (WHCLIP). This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification series are professional positions located within the Office of the Commissioner of Insurance which are responsible for administering the Patients Compensation Fund (PCF) and the Wisconsin Health Care Liability Insurance Plan (WHCLIP).

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which are not located within the Office of the Commissioner of Insurance.
2. Management, professional, and supervisor positions, as defined in s. 111.81, Wis. Stats.
3. Positions which perform paraprofessional or complex clerical duties for a majority of the time and are more appropriately classified as Program Assistants.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Employees enter positions within this classification series by competitive examination. Progression to the Objective level occurs through reclassification, after the attainment of the specified training, education, or experience. Progression to the Senior level occurs only through competition.

## II. DEFINITIONS

### INSURANCE PROGRAM SPECIALIST

The positions in this classification series are professional positions located within the Office of the Commissioner of Insurance which are responsible for administering the Patients Compensation Fund (PCF) and the Wisconsin Health Care Liability Insurance Plan (WHCLIP). Positions allocated to the entry level perform Insurance Program Special work identified at the Objective level under close progressing to limited supervision.

### INSURANCE PROGRAM SPECIALIST - OBJECTIVE

The position allocated to this level creates and maintains records and databases reflecting Patient Care Fund (PCF) performance and status; plans and prepares periodic reports, special studies, and requests for proposals, including reports for the Legislature, Board of Governors, and the Commissioner's annual report; develops, implements, and conducts data analysis activities concentrating on PCF performance and objectives; oversees the certificate filing and billing process of the PCF, including problem solving and initiating enforcement procedures against insurers who have not complied with the insurance provisions of Ch. 655, Wis. Stats; develops and implements administrative rules for the operation of the PCF and for underlying insurance programs that impact on the PCF's operations; and serves as liaison with numerous agencies and organizations, as well as providing staff support to the Board of Governors. Work is performed under general supervision.

### INSURANCE PROGRAM SPECIALIST - SENIOR

The position allocated to this level functions as a leadworker and monitors and coordinates the work of support staff in the administration of the Patients Compensation Fund (PCF) and Wisconsin Health Care Liability Insurance (WHCLIP). In the absence of the Fund chief, this position is responsible for the direction of staff and the administration of the PCF. This position functions as the contract monitor for the PCF claims contract; functions as the technical programmatic expert in the field of medical malpractice claims, settlement practices, and the defense of such claims; plans and conducts contract compliance audits; analyzes and determines whether health care providers had PCF coverage when a claim is filed; provides technical support to the Board of Governors and its claim committee; provides administrative support to the Wisconsin Peer Review Council; oversees the PCF "all claims" reporting system and the collection, compilation, and distribution of paid claims information, and PCF claims management; collects, analyzes, and reports data as required by statute, as requested by the Board of Governors and as necessary to facilitate PCF operations; and prepares responses to information requests from the public, media, and legislature. Work is performed under general supervision.

**III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective May 9, 1999 and announced in Bulletin CLR/SC-99 to describe professional positions located within the Office of the Commissioner of Insurance which are responsible for administering the Patients Compensation Fund (PCF) and the Wisconsin Health Care Liability Insurance Plan (WHCLIP). These positions were previously classified in the two-level Insurance Program Specialist classification series which was abolished effective May 9, 1999. The classification title for Insurance Program Specialist – Entry was modified to Insurance Program Specialist effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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