

# POSITION DESCRIPTION

DEPT ID/BUDGET CODE BWC350300

Class #: 99580

Title: Administrative Staff

PN: 20067645

DIVISION  
Actuarial

DEPARTMENT / WORK UNIT  
Actuarial Analysis

COUNTY OF EMPLOYMENT  
Franklin

New Position  Update

Reclassification

Position hyperlinked to [org tree?](#)

WORKING TITLE OF POSITION  
Actuarial Manager of Ratemaking & Risk Modeling

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
See Org Tree

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified

FLSA status:  OT Eligible  OT Exempt  
If OT Exempt, exemption type(s):  
 Exec  Admin  Prof  High Comp

Bargaining Unit: 99

Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 am

TO: 5:00 pm

(Core business hours shown.)

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
100	<p>Under Administrative Direction of Director of Actuarial Analysis, provides support to Chief Actuarial Officer, Divisional Directors, &amp; colleagues in actuarial analysis and decision-making process involving ratemaking responsibilities (e.g. statewide indications, industry group definitions, experience rating parameters, retrospective rating parameters, deductible parameters, rebate programs); maintains regular &amp; auditable schedules of applicable projects; works with actuarial consultants to develop and maintain an economic capital model to support enterprise risk management responsibilities within BWC; provides technical advice on economic ramifications of state &amp; industry trends; provides recommendations, reports, summaries &amp;/or other relevant narratives for actuarial leadership to review, modify &amp;/or approve; liaises with actuarial consultants to ensure work is peer-reviewed; provides relevant information to other teams in the Actuarial Division; works with Information Technology (IT) staff to ensure system updates are implemented accurately &amp; efficiently; maintains Administrative Rules related to scope of responsibilities; prepares materials for Board presentations; delivers presentations as needed (e.g. to BWC Board of Directors, business groups, executive staff); performs full range of actuarial &amp; statistical analyses on relevant topics (e.g. legislative changes, new product pricing, predictive models); exercises vigilance in seeking &amp; proposing improvements &amp; enhancements to policies &amp; procedures aimed at improving efficiency &amp;/or accuracy of operations &amp; work product; maintains proper documentation on scope of responsibilities; follows Actuarial Standards of Practice while conducting actuarial analysis; adheres to State laws &amp; regulations &amp; oversees subordinates' adherence to same; supports Chief Actuarial Officer &amp; Director of Actuarial Analysis in oversight &amp; administration of BWC's actuarial resources in order to ensure alignment with Administrator's vision, mission &amp; goals; coordinates activities to support achievement of Divisional goals &amp; objectives; fills fiduciary role by formulating &amp; implementing policy, rules &amp; directives &amp; acting on behalf &amp; in absence of Director &amp;/or Chief; recommends new legislation or changes to existing legislation; testifies as expert witness in administrative hearings &amp; court proceedings; supervises assigned staff (e.g. assigns, monitors &amp; reviews work, approves &amp; disapproves requests for leave [RFLs], conducts performance evaluations, interviews subordinate candidates, recommends discipline &amp; works with Labor Relations as appropriate, recognizes outstanding achievements &amp; accomplishments, arranges training &amp; development opportunities).</p>	<p><b>Knowledge of:</b> Agency &amp; Division policies &amp; standard operating procedures*; math &amp; statistics; actuarial principles &amp; practices; economic &amp; public-policy impacts &amp; implications; industry cost utilization &amp; products pertaining to workers' compensation insurance; Federal, State &amp; agency laws, rules &amp; regulations governing workers' compensation insurance rates &amp; reserves; supervisory principles &amp; techniques; employee training &amp; development; business; labor relations*.</p> <p><b>Skill in:</b> personal computer; software (e.g. Microsoft Office products, data querying languages, data science languages); effective communications (e.g. verbally, in writing).</p> <p><b>Ability to:</b> function in fiduciary capacity (i.e. pursuant to OAC 123:1-5-01 Unclassified service)**; define problems, collect data, establish facts &amp; draw valid conclusions; understand &amp; work with abstract variables &amp; fields of study; understand technical literature of concrete nature; develop &amp; generate written communications, letters, work papers &amp; reports; develop internal procedures; gather, collate &amp; classify information about data, people &amp; things; use statistical analysis; respond to complaints &amp; inquiries from industry representatives, Board members &amp; government officials; write rules &amp; regulations.</p> <p>(*) developed after employment.</p> <p>(**) relationship where the agency reposes a special confidence and trust in the integrity and fidelity of an employee to perform duties which could not be delegated to the average employee with the knowledge of proper procedures, characterized by qualities and personal attributes beyond technical competence.</p> <p>The final applicant selected for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will NOT be offered employment.</p> <p>This position is Overtime Exempt.</p> <p>This position is unclassified and exempt from classified service pursuant to ORC 124.11(A)(9). Final applicant will be required to undergo a background check that includes fingerprints to be submitted to Ohio BCI and I and FBI.</p> <p>Position requires travel; therefore, persons occupying this position must be able to provide own transportation &amp;/or legally operate a State-owned vehicle.</p> <p><b>TRAINING &amp; DEVELOPMENT REQUIRED TO REMAIN IN THIS CLASSIFICATION AFTER EMPLOYMENT</b> Must maintain designation as Associate in Casualty Actuarial Society or higher (i.e. ACAS or FCAS) or as Associate in Society of Actuaries or higher (i.e. ASA or FSA). Must maintain membership in American Academy of Actuaries (MAAA).</p>

List Position Numbers & Job Titles of Positions Directly Supervised:  
See Org Tree

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

1/21/2021