

POSITION DESCRIPTION			DEPT ID/BUDGET CODE BWC350300		
Class #: 66711		Title: W.C. Actuarial Assistant 1		PN: 20067654	
DIVISION Actuarial		DEPARTMENT / WORK UNIT Research & Reserves		COUNTY OF EMPLOYMENT Franklin	
<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update <input type="checkbox"/> Reclassification				<input type="checkbox"/> Position hyperlinked to org tree?	
WORKING TITLE OF POSITION Actuarial Assistant 1			POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Org Tree		
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent		<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified		FLSA status: <input checked="" type="checkbox"/> OT Eligible <input type="checkbox"/> OT Exempt If OT Exempt, exemption type(s): <input type="checkbox"/> Exec <input type="checkbox"/> Admin <input type="checkbox"/> Prof <input type="checkbox"/> High Comp	
				Bargaining Unit: 14	
				Page 1 of 1	
NORMAL WORKING HOURS (Explain unusual or rotating shift):					
FROM: 8:00 am			TO: 5:00 pm		
<i>(Core business hours shown.)</i>					
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities			
65	Under general supervision of Manager of Research & Reserves, exercises general knowledge of mathematical, statistical & actuarial terminology & concepts in order to prepare & analyze data, assist with developing statewide rate level indications, classification level base rates, employers' experience modifiers, calculate self-insured employer assessment rates, support projection of unpaid losses, & conduct special data collections & studies: supports development of manual classification base rates & expected loss rates, employer EMs, PES contribution rates, SI & DWRF assessments through verification of payroll & loss data (e.g. Quarterly Loss Analysis Extract, summary losses & summary payrolls, large loss data); investigates discrepancies & anomalies using mechanized methods (e.g. querying tables, crosschecking databases) &/or researching with other divisions to identify underlying causes & further items requiring investigation; performs adjustments & analysis to achieve desired overall rate change at the statewide &/or industry group level; utilizes State Insurance Fund data & creates loss development triangles by industry groups &/or other bases; develops &/or verifies accuracy of adjustments (e.g. large loss provisions, loss development factors) used in calculation of rates, assessments, EMs & financial estimated unpaid losses; reviews results of calculations to identify significant changes &/or differences & initiate preliminary research into underlying causes of outliers & shares results with internal &/or external stakeholders seeking insight into those outliers.	Knowledge of agency, division & department policies & standard operating procedures*; basic mathematical, statistical, & actuarial terminology & concepts; BWC, state, &/or federal statutes, rules, regulations, policies, & procedures governing actuarial activities*. Skill in use of personal computer & applicable business software including Microsoft Word, intermediate level of Excel; basic level of database querying tools; BWC specific programs, applications, & database structures*. Ability to define problems, collect data, establish facts, & draw valid conclusions; prepare meaningful, concise, & accurate technical reports; communicate technical ideas in speaking so the intended audience will understand; establish & maintain effective working relationships. (*) Developed after employment.			
20	Prepares & verifies reasonableness of data to be used by internal & external actuarial staff in the estimation of unpaid losses for financial reporting, rates for Funds (e.g. CWPF, Marine Fund) & analysis of potential effective on rates &/or future liabilities due to proposed changes in the Ohio Revised Code or the Ohio Administrative Code: utilizes collected data to prepare preliminary estimates of ultimate costs & unpaid liabilities; communicates results to internal & external actuarial staff.	Same as above.			
15	Performs related duties (e.g. attends meetings & training sessions as assigned): produces summary material (e.g. narrative description, rate charts & tables, loss development triangles, comparisons of projected payroll, premiums &/or losses) for internal & external customers (e.g. other BWC Divisions, Board of Directors, employer groups & representatives) using Microsoft Excel, Access, PowerPoint, & Word.	Same as above.			
List Position Numbers & Job Titles 17/2020 of Positions Directly Supervised: See Org Tree			SIGNATURE OF AGENCY REPRESENTATIVE		DATE 9/14/2021