



**DEPARTMENT OF
LABOR**
& INDUSTRIAL RELATIONS

HUMAN RESOURCES

421 East Dunklin Street, P.O. Box 510

Jefferson City, MO 65102-0510

Phone: 573-751-3588

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www.labor.mo.gov

Insurance Compliance Review Specialist I/II

DWC / Self Insurance

Cole

Annual Salary: \$40,408.08 – \$48,000.00

Apply By February 14, 2019

Job Duties Include:

- Research, review and evaluate the program operations and activities of the third party administrators, self-insured employers, groups trusts, with regard to workers' compensation injuries, claims, loss runs, reserves, for compliance with agency and program standards and Best Practices.
- Evaluate the impact of the self-insureds with respect to the overall claims administration services provided and identify critical information relating to document submissions to the Division, and notify the self-insureds of compliance or noncompliance and corrective measures needed.
- Be apprised of all organizational changes, retention levels, security and excess coverage requirements.
- Determine the appropriate regulatory action needed to achieve compliance with regulatory standards relating to reserves, safety, payment of claims, and completion of document submissions to the Division.
- Evaluate the reliability of the insurance coverages, financials, accounting details, documentation supporting the reserves, medical determinations, payment of benefits to injured workers, calculation of the average weekly wage.
- Examine documents to determine that workers' compensation expenditures reflect the correct categories for the purposes the categories are established.
- Prepare formal, complete and concise reports containing all pertinent observations, findings, evaluations, recommendations, and requirements on the services provided by the claims administrator to the self-insured employer or group trust.
- Educate current and prospective third-party administrators, self-insured employers and groups about the purposes, procedures and obligations involved in a compliance related review.
- Investigate complaints received by the Division in specific cases, review of loss runs and documentation on bankrupt or liquidated companies, makes sure all third-party contracts are up to date, review external sources as warranted by the situation, write reports for disciplinary action to be taken by the Division against a noncompliant employer.
- Performs other related work as assigned.
- Works independently within the scope of assigned duties.
- Maintains positive working relationships and conduct duties with courtesy and respect.
- Accepts and implements feedback with a positive attitude and constructively support open communication, dedication, and compassion.
- Maintains regular and reliable attendance.
- Seeks to assist team members and accepts additional assignments willingly.

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Preferred experience:

- Knowledge of Missouri Workers' Compensation law and self-insurance regulations, experience adjusting workers' compensation cases.

Knowledge, Skills and Abilities:

- Intermediate knowledge of insurance principles and practices.
- Intermediate knowledge of insurance laws, applicable federal laws, and court decisions impacting insurance products or insurance regulatory practices.
- Intermediate knowledge of common insurance products, features, and industry practices.
- Introductory knowledge of the principles and objectives of insurance regulatory agencies and processes.
- Introductory knowledge of the structure, makeup, and competitiveness of Missouri insurance markets.
- Skill in negotiating identified areas of non-compliance with company officials, attorneys, and/or actuaries.
- Ability to interpret, apply, and explain Missouri insurance laws.
- Ability to work independently and accomplish multiple reviews and projects concurrently.
- Ability to recognize deviations from insurance contract provisions.
- Ability to comprehend the basic fundamentals of statistics and statistical analysis.
- Ability to gather and analyze data and policy language, apply logic, draw valid conclusions, and make appropriate recommendations.
- Ability to review complex insurance information and prepare detailed and concise reports.
- Ability to establish and maintain effective working relationships.
- Ability to communicate and present ideas clearly and effectively.
- Ability to travel as necessary to perform compliance reviews and related work.

Eligibility:

Must possess strong verbal and written skills.

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Business or Public Administration, Actuarial Science, Risk Management, or a closely related field and,

Five or more years of professional experience in insurance regulation; contract review or analysis; risk management; actuarial review; or legal research or analysis.

(24 or more earned graduate credit hours from an accredited college or university in the specified fields may substitute for one year of the required experience.)

(A Master's degree from an accredited college or university in the specified fields may substitute for two years of the required experience.)

To Apply:

To apply, submit a completed application, (https://labor.mo.gov/sites/labor/files/pubs_forms/2396-AI.pdf), cover letter, resume, and transcripts to: humanresources@labor.mo.gov , fax to 573-751-3668 or mail to: Human Resources, PO Box 510, Jefferson City, MO 65102 by February 14, 2019.

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