

Job Description

Job Title	Supervisory Health Actuary		
Job ID	26810		
Date Opened	07/09/2024		
Date Closed	07/18/2024		
Location	1050 1st Street, NE		
Full/Part Time	Full-Time	Type of Appointment	MSS - Reg Appt
Regular/Temporary	Regular		
Agency	SR	Insurance, Securities and Bank	
Area of Consideration	Open to Public		
Grade	14		
Bargaining Unit	CH11	Non Union - Chapter 11	
Minimum Range	\$114,441.000000	Maximum Range	\$160,216.000000
Target Openings	1	Available Openings	1

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General Job Information

Job Summary

This position is located in the Department of Insurance, Securities and Banking, Insurance Bureau (DISB), Health Actuarial Analysis Division. DISB is the agency responsible for supervising District banking, insurance and securities firms while fostering relationships with and attracting national and international financial and insurance businesses to the area. The Health Actuarial Analysis Division conducts actuarial and statistical reviews necessary to administer the laws governing health insurance rate reviews and rebate determination: maintains models and databases for experience data; analyzes Insurance company's claim reserves, experience data and financial to determine adequacy of requests for rate increases; and provides information to the public on health insurance rate increase requests and reflects community input in the determination.

The incumbent serves as the Bureau Chief of the Health Actuarial Analysis Division of the Insurance Bureau with responsibility for the daily operations and management of the Division as Supervisory Health Actuary.

Duties and Responsibilities

Applies actuarial, accounting and statistical principles to the review of health insurance rates and related determinations. Review consists of an application of trend factors to project claim severity and frequency to project future costs and involves loss ratios and loss development factors, expense allowances and mathematical consideration of investment income. Develops methods of statistical reporting by insurance companies and rating bureaus for purposes of enhancing the rate review and measuring the profitability of various kinds of health insurance products. Submits required reports to the government agencies. Makes information about health insurance rate filings available to the public and solicits community input on the filings prior to approval. The Supervisory Health Actuary testifies as an expert witness at rate hearings conducted by the Commissioner pursuant to the rating laws and prepares orders including findings of fact, conclusions of law, and recommended decisions.

Supervises and effectively utilizes employees of the Division, including, but not limited to, assignment and review of work; utilization of personnel to accomplish work objectives and to develop increased capabilities of employees. Rates employee performance in accordance with established standards; recommends personnel actions; interviews and selects new employees; approves leave; investigates complaints; resolves differences between employees; and provides expeditious accomplishment of work and the development and maintenance of competent staff. Plans routine operations, special projects, and new and improved activities; reviews and approves work plans and confers with subordinates to develop properly structured activities with clearly delineated tasks, responsibilities, reporting requirements and time frames.

Qualifications and Education

A bachelor's degree that included courses in actuarial science, mathematics, relevant statistics, business, finance, economics, insurance, or computer science totaling at least 24 semester hours. This course work must have included a minimum of 12 semester hours of mathematics that included differential and integral calculus and one or more courses in mathematics for which these calculus courses were prerequisites.

or

Combination of education and experience that includes *both* of the following requirements:

Completion of a minimum of 24 semester hours of courses in actuarial science, mathematics, relevant statistics, business, finance, economics, insurance, or computer science at a four year college or university. This course work must have included a minimum of 12 semester hours of mathematics that included differential and integral calculus and one or more courses in mathematics for which these calculus courses were prerequisites.

and

Specialized experience is experience which is directly related to the position which has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position. To be creditable, the incumbent must possess at least one (1) year of specialized experience equivalent to the next lower grade level in the normal line of progression.

Must be a Fellow of the Society of Actuaries (FSA) or an Associate of the Society of Actuaries (ASA) and a Member of the American Academy of Actuaries (MAAA).

License and Certifications

None

Work Conditions/Environment

This work is performed in an office setting.

Other Significant Facts

Tour of Duty: Monday- Friday; 8:15am – 4:45pm

Pay Plan, Series and Grade: MS-1510-14

Promotion Potential: No known promotion potential

Collective Bargaining Unit: This position is not covered under a collective bargaining agreement.

Conditions of Employment (At-Will): At-will employment applies to the Management Supervisory Service (MSS). All positions and appointments in the MSS serve at the pleasure of the appointing authority and may be terminated at any time with or without cause.

Position Designation: The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulations, Suitability – Security Sensitive.

Emergency Designation: This position is designated as **Emergency** pursuant to Chapter 12 of the D.C. Personnel Regulations, Hours of Work, Legal Holidays, and Leave.

Residency Requirement: If the position you are applying for is in the Career, Management Supervisory, or Educational Service at an annual salary of one hundred fifty thousand dollars (\$150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.