



# DC Government Career Opportunities

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| <b>Job Title:</b>  | Health Insurance Analyst       |
| <b>Requisition Number:</b>   | JO-1607-6029                   |
| <b>Grade:</b>  | 11                             |
| <b>Salary Range:</b>   | \$59,698.00 - \$76,969.00      |
| <b>Promotion Potential:</b>  | No                             |
| <b>Agency:</b>   | Insurance, Securities and Bank |
| <b>Location:</b>   | 810 1st St NE                  |
| <b>Area of Consideration:</b>  | Open to the Public             |
| <b>Opening/Closing Date:</b>   | 7/26/2016 - 8/10/2016          |
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## Job Summary

### Introduction

This position is located in the Department of Insurance, Securities and Banking, Insurance Bureau, Insurance Products Division, Policy and Analysis Branch. The Forms and Policy Analysis Branch is responsible for analyzing, approving and disapproving rate and policy forms pertaining to all lines of insurance; performing technical staff work necessary to administer the laws governing rate and policy forms approval for property and casualty insurance. Reviewing rating rules, rating schedules and rate manuals filed by insurance companies; analyzing, approving and disapproving all types of life, health and disability insurance policies to determine if they meet District of Columbia standards.

### Duties

Conducts research and analyzes information/data submitted from insurance industry on health care reform and health insurance to identify trends and develop spreadsheets and reports to assist the staff and management in their review and creation of insurance documents.

Compiles information from System for Electronic Rate and Form Filing (SERFF) submitted by insurers writing health insurance business and compare the information in those filings with Healthcare Reform requirements and District of Columbia health laws and regulations to track and monitor compliance issues and resolution.

Identifies which insurers are Health Exchange carriers doing business in the District and will compare that information to filed policy forms to ensure that only approved forms are being used in the District, by carriers. Assist in obtaining request information from carriers to complete work assignments.

Researches information on Healthcare Reform and health insurance in neighboring jurisdictions to compare best practices and how to disseminate information through proper channels and various audiences in the District of Columbia.

Investigate and respond to request for information on District of Columbia Department of Insurance, Securities and Banking (DISB) Freedom of Information request, Ask the Commissioner, and general request for information.

Coordinate and work on DISB website information for Insurance Products and Analysis Branch. Performs other related duties as assigned.

### Qualifications

Complete working knowledge of SERFS, insurance terms, insurance concepts, principles, techniques and Healthcare Reform requirements.

Knowledge of health insurance programs and operations in order to develop methods and techniques to effectively analyze health insurance policy forms and understanding of corresponding rates...

Intermediate knowledge of medical concepts and techniques and the ability to apply them in the review process of medical insurance policy/contracts.

Skill in both oral and written communications to effectively present and transmit complex information.

#### **Supervisory Controls**

The incumbent reports to the Insurance Examiner Manager. The manager makes assignments on a project or term basis. The manager develops the work priorities and deadlines. The incumbent is relied upon to independently plan, coordinate and carry out assignments, modifying steps and examining techniques to meet differing circumstances. Consults with the manager to obtain approval on major changes to address unusual and/or highly sensitive problems. Completed work is reviewed for technical soundness, effectiveness in surfacing and presenting significant findings and the workability of recommendations.

#### **Guidelines**

Guidelines of the position include District of Columbia insurance laws, regulations and federal guidelines relating to the regulation of the industry, internal policies and procedures, and accepted technical principles and techniques. Guides are of limited use in covering controversial or sensitive work coordination issues. The incumbent works with the manager to devise innovative methods and approaches to resolve.

#### **Licensures, Certifications and other requirements**

None

#### **Education**

Bachelor's Degree in related field is preferred.

#### **Work Experience**

One year of specialized experience at the CS-0301-09 level.

#### **Work Environment**

Work is usually performed in an office setting; however, fieldwork may be required.

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