

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
INSURANCE POLICY ANALYST

DEFINITION

Under general direction, analyzes insurance policies to determine conformity to departmental regulations and legal requirements as specified in the Iowa Code and approves or disapproves policies and related forms for use in the state; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Analyzes all types of newly submitted insurance policies and related forms received from insurance companies by evaluating and interpreting policies to determine legal conformity to requirements of the Iowa Code; examines riders, endorsements, applications, and formats of policies by comparing policy stipulations with Iowa Code and department rules to determine compliance with legal requirements and departmental regulations.

Analyzes policy meaning, language, and coverage by interpreting provisions of the policies to determine if such are clear and are in accord with pertinent legal requirements of the Code; notifies insurance companies if policy language is not set forth as required by corresponding or conferring with company officials to indicate changes that must be made before policies can be approved.

Approves insurance policies in final form by determining that policies are written in compliance with the legal requirements of the Iowa Code and with departmental regulations; notifies insurance companies of disapproval of policies by conferring or corresponding with company officials to explain the reasons for the disapproval.

COMPETENCIES REQUIRED

Knowledge of contract law.

Knowledge of the nature of various types of insurance and insurers.

Ability to acquire a knowledge of the Iowa Code as it pertains to the legal requirements for insurance contracts.

Ability to acquire a knowledge of Division rules that apply.

Ability to analyze and interpret insurance policy language in detail to determine the clearness in meaning and the compliance with legal requirements.

Ability to interpret and apply sections of the Iowa Code that pertain to policy coverage, format, and provisions.

Ability to deal skillfully and tactfully with insurance company officials when providing reasons for disapproval of policies.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited school of law;

OR

graduation from an accredited four year college or university and three years of insurance underwriting, adjusting, or policy development experience;

OR

high school graduation or G.E.D. and any combination of insurance underwriting, adjusting, or policy development experience and accredited undergraduate college or university coursework which totals seven years (1 year of experience equals 30 semester or equivalent hours of coursework).

Effective Date: 9/15/80 BW