Classification Title: Insurance Rate Analyst	**Branch/Division/Bureau:** Rate Regulation Branch/ Rate Regulation Division/ Rate Specialist Bureau
Working Title: Insurance Rate Analyst (IRA)	**Office/Unit/Section/Geographic Location:** ///LOS ANGELES
Position Number (13 Digit): 413-321-4441-006	**Conflict of Interest Position:** YES
Employee Name:	**Effective Date:**

BASIC FUNCTION:

Under the direction of the Bureau Chief, Supervising Insurance Rate Analyst or senior staff of the Rate Specialist Bureau, the Insurance Rate Analyst (IRA) works with data from large databases or financial reports, conducts data analysis and compiles data to generate rate component determination (RCD) generic factors, and prepares other mandated reports. Reviews and analyzes less difficult rate filings containing rates, rating plans, rating systems, manual rules and policy forms for property and casualty lines of business. The analyst communicates with insurers to conduct data calls and prepares summary reports and provides consultation to other departmental staff on technical issues. The analyst performs individual, or group projects as assigned by the Bureau Chief and performs other duties as required.

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Statement of Economic Interest (Form 700), which includes an Assuming Office filing within 30 days of appointment, annual filings, and a Leaving Office filing within 30 days of physical separation. Non-compliance with the Conflict of Interest Code requirements may result in the voiding of appointment, financial penalties, or enforcement actions.

ESSENTIAL FUNCTIONS

30% Assists senior staff in researching and analyzing ratemaking and financial data to determine if they are in accordance with the generally acceptable actuarial procedure and in compliance with California insurance rating laws.

20% Assists in conducting industry-wide financial data review to establish standards of various generic factors for property and casualty insurance rate filing purposes.

20% Inputs/compiles data and assists in the preparation of reports as mandated by the California Insurance Code or the California Code of Regulations.

20% Assists in compiling and preparing comprehensive reports to be used for the rate filing review of rate level change proposals submitted by property and casualty insurance companies.

5% Prepares clear and concise memoranda or correspondence.

MARGINAL FUNCTIONS

5% Effectively communicates with insurers and other departmental staff.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- The incumbent may telework in accordance with CDI's Telework Policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed; however other authorized transit subsidies do exist for those who qualify.
- The incumbent must be able to work in a high rise building.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

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Employee Signature Date

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Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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Supervisor Signature Date

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Printed Name