KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED SEPTEMBER 2004
RANGE: 47.0
TECHNICAL/SPECIALIST SERVICES SERIES
CLASSIFIED
CODE: NONE

UNDERWRITER/DATA ANALYST I
(Self-Insured Schools of California- SISC)

DEFINITION
Under the primary direction of the Deputy Executive Officer, to plan, organize, and participate in responsible and technical data analysis, underwriting and reporting functions and activities;

to perform specialized analysis and underwriting functions related to the programs administered by the Self-Insured Schools of California Joint Powers Authorities;

to do other related work as directed.

EXAMPLES OF DUTIES
Assist in developing underwriting guidelines and pricing models for school districts for self-insured financial arrangements;

collect and analyze data to assist with underwriting of new districts, annual renewals and changes to existing benefits;

perform initial review of applications for adherence to underwriting standards, noting variances;

request additional information from applicants, consultants, vendors or others as required;

analyze data including characteristics of employee groups and past claims experience to assist with determining benefits and rates;

develop rates for new and existing districts that allow SISC to maintain proper funding and grow in a prudent manner;

develop and deliver accurate, detailed, understandable, insightful, and (where appropriate) customized financial reports for existing districts and for internal needs;

develop and maintain the infrastructure necessary to make reporting highly efficient;

work closely with vendors to develop insight into the drivers of SISC costs and to develop courses of action to reduce future costs.

QUALIFICATIONS
Knowledge of:
Principles, methods, practices and procedures concerning data analysis reporting systems;

computers and related software applications, specifically spreadsheet calculations and database management;

statistical analysis methods used in forecasting future costs and risks.

Skills:
Strong analytical ability with intense professional curiosity and drive to continuously improve;

strong mathematical and if possible actuarial background;

strong decision-making, organizational, and problem-solving skills;

ability to independently perform highly responsible and technical underwriting, data analysis and fiscal record management and reporting functions;

ability to prepare fiscal, statistical and narrative reports in a clear and concise manner;

ability to understand and carry out oral and written directions with minimal direction;

strong interpersonal and communication skills needed to effectively interact with staff, team members and others in a professional and tactful manner;

ability to influence decision-making and interact with all levels including senior management, board of directors and school district administrators.

Experience:
Previous underwriting and/or data analysis experience is preferred but not required.

Education:
Bachelor's degree with formal training in Mathematics, Finance, Business Administration, or related fields required.

Mathematics degree is strongly desired.

Conditions of employment:
Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs
7/29/15
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