

Insurance Analyst

Position Details

Class Code: 2108

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 53 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, assist in the administration of the Clark County School District's insurance, risk identification, mitigation, and risk transfer programs.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Basic knowledge of the insurance and risk management process including the use of risk financing and risk control.
2. Provides technical support for the Risk Management Department's insurance programs and activities (i.e., contract document reviews, insurance policy review, contract profiling, and risk register management).
3. Maintains comprehensive listings of all District properties and collects data on new risks identified along with collecting information needed to adequately evaluate the risk.
4. Prepares reports, schedules, and other documents to summarize risk exposure information.
5. Prepares/maintains insurance policy and premium summary on a fiscal basis.
6. Researches information for underwriting data for insurance; reviews current insurance policies, obtains information from insurance companies, District departments, and other sources; prepares portions of insurance and contract specifications.

7. Researches information for the claims data analysis process and prepares reports based on that data analysis to support department goals/objectives.
 8. Collects/updates information from District departments, employees, or from records, to maintain a computerized database for property schedules, risk profile assessments, mitigation programs, and other risk management projects.
 9. Plans, organizes, and prioritizes work while working independently with minimal supervision.
 10. Communicates with District personnel regarding District property and casualty insurance programs.
 11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves basic knowledge of insurance as well as risk management processes including the use of risk transfer, risk financing, and risk control.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of insurance, safety, and risk management terminology.
2. Knowledge of requirements for underwriting data and claims data for insurance specifications.
3. Knowledge of the clerical/administrative procedures involved in processing property and casualty underwriting data collection.
4. Knowledge of modern office practices and procedures.
5. Knowledge of computer systems and data collection techniques.
6. Ability to interpret complex written material.
7. Ability to develop underwriting data for insurance specifications.
8. Ability to make mathematical calculations with speed and accuracy.
9. Ability to provide effective written/verbal communication with others.
10. Ability to operate basic office equipment (i.e., computers, printers, copiers, telephone systems, etc.).
11. Ability to learn and apply established procedures effectively.
12. Ability to maintain security of confidential information.
13. Ability to exercise judgment in when to act independently and when to refer situations to an administrator.

14. Ability to promote public relations while dealing tactfully and diplomatically with people.
 15. Ability to suggest methods to improve workflow or modify departmental procedures.
 16. Ability to work under pressure, flexible hours/shifts and meet sudden deadlines.
 17. Ability to transition efficiently and effectively from one project/task to another as department priorities change.
 18. Ability to recognize and report hazards and apply safe work methods.
 19. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Associate degree from an accredited college or university in Risk Management, Public Administration, Business Administration, Finance, or a related field; plus, one (1) year of experience in risk management or insurance; or, Two (2) years' experience in risk management or insurance; and, completion of Introduction to Risk Management, Introduction to Insurance, Introduction to Claims, Introduction to Underwriting, or Risk Management for Public Entities (RMPE) from the American Institute of Chartered Property Casualty Underwriters/Insurance Institute of America (AICPCU/IIA), or comparable internationally recognized designation; or, Three (3) years' experience in risk management or insurance.

*Verifiable experience as an intern while working in risk management or insurance will be given consideration.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

1. Undergraduate degree, advanced degree, or graduate certificate from an accredited college or university in Risk Management, Public Administration, Business Administration, Finance, or a related field.

2. Completion of one or more courses leading to a professional designation from an internationally recognized professional organization.
 3. Administrative experience relating to insurance company or risk management operations.
 4. Computer literate.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. Copy of a valid driver's license or state-issued identification card.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities and department offices.

Work Environment

Strength

Sedentary/light - exert force up to 25 lbs., occasionally/frequently/constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, typewriters, copiers, calculators, fax machines, telephones, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 09/07/23
- Created: 07/31/23