



Insurance Underwriting Specialist **(Treasury Specialist III)**

Recruitment #22-002745-0001
Salary Grade 15 \$45,439 - \$58,704
(Growth potential up to \$73,770)

Closing Date: March 22, 2022

The Insurance Division is responsible for administering the State's Insurance Program. The Division is made up of four units: Claims, Underwriting, Loss Management and Litigation. The Division's goal is to provide statewide risk management through loss restoration (Claims), loss protection (Underwriting), loss management (Loss Control/Prevention), and loss resolution (Litigation).

The Underwriting Unit manages the insurance needs of the State through self-insurance, and with the procurement of commercial insurance. Commercial insurance protects the State Insurance Trust Fund from catastrophic losses and fulfills certain statutory requirements and agency contractual agreements. The Unit analyzes commercial coverage offerings, prices, limits and deductibles and then recommends to the Treasurer the combination that best protects the State of Maryland's assets. As part of its mission to manage the State's insurance needs, the Underwriting Unit conducts an annual insurance survey to gather data on State exposures. The collected data is used to purchase commercial insurance policies and as a component for setting self-insurance premiums. This database serves as the only official record of the State's assets.

The Underwriter is the liaison between the insurance broker and the State agencies when insurance questions arise regarding the commercial insurance coverage, and the Underwriter also handles agency questions related to the State's self-insurance program. The Underwriter is responsible for the accurate and timely production of required reports including MBE Reports, PAAR Reports, SBR Reports, and the GAD Report. The Underwriter maintains the broker database, Policy Placement list, Fiscal Year Invoice Tracking list, and various inventories including the Fine Art on Loan inventory. When broker services contracts come up for renewal, the Underwriter works with the Director of Insurance and the Underwriting Manager to compose RFPs and participates in the Technical Evaluation Committee for each contract.

MINIMUM QUALIFICATIONS:

Education: Possession of a bachelor's degree from an accredited four year college or university including or supplemented by at least 18 credit hours in accounting, business administration or equivalent business subjects.

Experience: Three years of employment in responsible public administration, business administration, and/or accounting or auditing.

OR

Education: Graduation from a standard high school, including or supplemented by 18 credit hours in business administration, accounting, or equivalent business subjects.

Experience: Seven years of experience as defined above.

Note:

1. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in financial administration and program classification or financial administration specialty codes in the accounting and budget group field of work on a year-for-year basis for the required experience and education.

SELECTIVE QUALIFICATIONS (MUST BE MET):

- One year of the required years of experience must be specifically in the insurance underwriting field.

PREFERRED QUALIFICATIONS:

- Underwriting experience in commercial lines working with or for an insurance company/agency
- Bachelor's degree in insurance, business, or other related discipline/field
- AU, CPCU, ARM, ARMP or other underwriting designations
- Large Commercial Account underwriting experience
- Working knowledge of public entity procurement processes
- Proficiency with Microsoft Word, Excel and Outlook.

LIMITATIONS ON SELECTION: Applicants must be willing to work in the Annapolis area.

SELECTION PROCESS: Applicants who meet the minimum qualifications will be admitted to examination for this classification. Successful candidates will be ranked as **Best Qualified, Better Qualified, or Qualified** and placed on the employment (eligible) list for at least one year. Only those individuals whose applications reflect the necessary education and experience will be considered, so please describe all relevant experience and education in detail.

Job opportunities within the Maryland State Treasurer's Office are now accessible through *JobAps*, the new Statewide Recruitment, Examination and Applicant Tracking System. By using the Department filter and highlighting "Office of the Treasurer", you can view all active recruitments within our agency. First time users can register for an account by selecting a position to apply for, choosing "I am A new user" at the bottom, then keying in the necessary fields. Visit www.jobaps.com/md to apply.

Please upload a current resume' for this recruitment. General Questions for this recruitment can be directed to the STO Personnel Office at 410-260-7078.

Applicants must pass a background investigation to include criminal, credit and driving history.

If you do not have access to the Internet and need to fill out a paper application, please forward to: Maryland State Treasurer's Office, 80 Calvert Street, Room 109, Annapolis, Maryland 21401, Attn: Human Resources or FAX: 410-260-4090.

As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity. We thank our veterans for their service to our country, and encourage them to apply.

TTY Users: Call via Maryland Relay

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