



California's Valued Trust
JOB DESCRIPTION

Position: Underwriter/Financial Analyst

Reports To: Director of Financial Services

Status: Full Time

Classification: Exempt

Position Summary:

Under the general direction and supervision of the Director of Financial Services, the Underwriter/Financial Analyst will support the business development and retention efforts of the Trust. The Underwriter/Financial Analyst will work with CVT staff, carriers, brokers and consultants to ensure that all aspects of underwriting projections, financial exhibits, financial reporting and analysis are handled accurately, professionally and consistent with CVT underwriting practices.

Essential Duties:

- Develop rates and terms on health, dental and vision benefits for prospective districts and units based on a thorough analysis of demographics, region, and when applicable experience based on CVT's underwriting practices
- Establish the policies and process to gather applicable information for the development of a quote
- Develop financial exhibits and documentation in coordination with business development staff to communicate calculated rates to prospects or their assigned representatives(brokers/consultants)
- Attend prospect meetings to respond to and answer underwriting/financial questions
- Negotiate with brokers/consultants and carriers
- Assist CVT management on retention and growth strategies
- Provide monthly reporting to the board of underwriting activities, post-sale analysis and utilization and experience metrics
- Document all rating policies, maintain CVT's historical rating documents, and develop best practices for the underwriting function
- Develop strong relationships with carrier/broker underwriters and account teams.
- Be an active participant in the annual renewal process
- Work with CVT consultants on rating issues; assess the impact of benefit/plan changes, financial implication of legislation, renewal validation and analysis
- Provide oversight, in conjunction with carriers and appropriate staff, of the annual rate release process

Minimum Qualifications

Education:

- Bachelor's degree required preferably in mathematics, finance, healthcare management or related field.
- Evidence of ongoing education and/or certifications

Experience, Skills & Abilities:

- Minimum 3 - 5 years' medical underwriting experience
- Strong math aptitude, analytical, critical thinking, planning and decision making skills, attention to detail
- Extensive knowledge of commercial underwriting/actuarial and insurance industry theories, practices, guidelines and rating methodologies.
- Knowledge and understanding of HMO rating concepts
- Knowledge of quantitative analytical methodologies and the application of artificial intelligence to underwriting
- Familiarity with insurance plan process/system design
- Excellent verbal, written and interpersonal skills; ability to interact and communicate effectively with the internal and external customers and stakeholders
- Demonstrated proficiency in sales, marketing and negotiation. Sales experience or experience working in support of sales staff is preferred
- Strong influencing, negotiation and relationship building skills
- Creative, innovative and dynamic with leadership qualities
- Ability to think strategically and act tactically
- Innovative, solution oriented, collaborative
- Project management skills to create timeliness, track deliverables, resolve issues and communicate status
- Advanced proficiency in spreadsheet, database and word processing software, proficiency with data warehouses and query tools.
- Ability to collect, track, analyze and use data for the development of CVT specific rating models and algorithms
- Aptitude for learning internal systems, applications and CVT's internal work flow
- Remain abreast of the dynamic and competitive insurance environment, new and complex insurance issues, and appropriate underwriting techniques

Miscellaneous:

Required to work irregular hours, evening, and weekends when necessary, without additional compensation

Additional Job Information

CVT is more than just doing a job. This is our opportunity to re-shape healthcare for our members and their dependents. We are a participant driven organization that delivers the best quality healthcare at the best possible price, with excellent customer and member service.

License Requirements:

Possession of a valid Class C California driver's license

Confidentiality:

Requires adherence to established policies on confidentiality of records and other information available through employment with the Trust