

MESSA is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.

MS 57-21-22

DATE OF POSTING: July 14, 2022

TERMINATION DATE FOR APPLICATION: July 21, 2022

POSITION: **UNDERWRITING ANALYST**

COMPENSATION/BENEFITS: Per SSA Contract
Grade H

STAFF RELATIONSHIP: Responsible to Lori Larsen
Rating Manager

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573

BASIC PERFORMANCE EXPECTATIONS:

Make determinations on member and dependent eligibility according to contract and company policy. Maintain thorough knowledge of all MESSA plans (health, dental, vision, life and LTD) including eligibility rules and enrollment processing. Provide quotations, calculate and verify rates. Understand rating and causes for the changes in rates.

Ensure compliance regarding underwriting rules and policies.

Stay abreast of changes in the eligibility rules as well as the computer system.

Perform a variety of tasks to assist in the testing, development, training, and implementation of computer systems, new programs, procedures and policy changes. Serve as liaison with IT and carriers for the various quote systems.

This job requires the ability to establish and maintain effective working relationships with members, carriers, school business offices, staff and management.

ASSIGNED DUTIES:

Responsible for collecting and manipulating experience data from various sources, preparing reports;

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ASSIGNED DUTIES (continued):

Establish and maintain effective working relationships with staff, management and outside vendors;

Evaluate the accuracy of experience data, member eligibility and participation;

Apply MESSA guidelines while making underwriting determinations;

Application of MESSA underwriting and participation guidelines;

Assist in bidding process development and processing of bid requests;

Perform complex tasks with minimal supervision;

Perform detailed data analysis and manipulation;

Prepare reports for Underwriting professionals (external and/or internal); and

Perform other job related duties as assigned from time to time.

MINIMUM REQUIREMENTS:

Bachelor's degree with a strong math background such as Statistics, Economics, Finance, Math, or Accounting;

Ability to collect and analyze complex data, evaluate information and systems, and draw logical conclusions;

Extensive experience in data and spreadsheet management;

Proficient in computer software applications (spreadsheets, database, report writing, word processing, etc.);

Group and/or Healthcare Underwriting experience preferred;

Strong attention to detail and accuracy is critical;

Ability to develop and implement, training programs, work flows and procedures;

Ability to communicate tactfully, courteously, and effectively; and

Ability to maintain a positive attitude and respond to changing priorities and processes.

TESTING:

- Computation: 75%
- Decision Making: 70%
- Language Skills 70%

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TESTING (continued):

- Problem Solving: 60%
- Reasoning: 45%
- Excel P/F
- Analysis Presentation P/F
- Portfolio P/F
 - Copy of degree and transcripts
 - A complete description of related work experience, as set forth in the minimum requirements above, including responsibilities and assigned duties.
 - Two examples of completed projects in which data analysis was needed. Include any recommendations you made as a result of your analysis.

January, 2014