



Closing Date: April 21, 2019

Senior Underwriting Manager *for the* **State of Maryland**

Recruitment #19-005482-0011

Hiring Range \$70,691 – 103,188

(Grade 23 ~ Salary Guidelines apply for current State employees)

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 Senior 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 role of the Senior Underwriting Manager is to oversee this unique State Insurance Program in order to support the Treasurer's duties under Title 9 of the State Finance and Procurement Article. The Senior Underwriting Manager is the sole position in the State able to negotiate all commercial insurance coverages purchased by the State Treasurer. The Senior Underwriting Manager formulates recommendations to the Deputy Director, Director of Insurance and Chief Deputy Treasurer in an executive summary if gaps in coverages are detected or foreseen. This position also develops commercial insurance coverages for unique State liability exposures, which include airport and port liability, medical professional liability for university students/interns, railroad liability, and aviation liability among others. This position supervises one other staff member.

Candidates should be able to demonstrate integrity and solid problem solving skills, leadership and enthusiasm, and his/her ability to establish trust and credibility. Strong interpersonal skills are a must, in order to represent the State and deal courteously and effectively with State personnel and outside contacts in carrying out the varied liaison and account servicing functions of the job.

EXAMPLES OF WORK:

Analyzes quotes from brokers for terms, conditions, and cost of coverage. Determines which offer is most advantageous to the State and makes recommendations to the Director of Insurance and Chief Deputy Treasurer for approval of commercial insurance policies which constitute the States' obligation (approximately \$18,000,000 premium annually).

Utilizes experience in three main types of commercial insurance policies (property, liability, and "special types" such as aviation and bonds) in the procurement process to be able to manage the State's commercial insurance policies with the brokers of each contract effectively.

Analyzes commercial insurance policy loss runs to identify trends, cause of loss, repeat locations or agencies; uses this data to negotiate with the brokers and carriers the best coverages and terms at the lowest cost to all State agencies, and to reduce expenses to the State Insurance Trust Fund. Conveys loss trends (including cause, location, or employees) to brokers, carriers, and State agencies so issues can be addressed.

Drafts and implements regulations and policies regarding commercial insurance, as requested, for the Director of the Insurance Division and Chief Deputy Treasurer.

Assesses self-insurance for existing and potential exposures and gaps in coverage; evaluates industry options and develops formal commercial insurance coverage plan all for unique or high liability exposure assets; collaborates with Executive management regarding impact and execution of plan; ensures that all statutory, regulatory, trust agreements and contractual insurance requirements are satisfied as required.

Maintains and oversees the excess property insurance coverage that insures all State-owned buildings, contents, and Computer equipment in any location nationwide (current values exceeding \$40,000,000,000). Also maintains and oversees the commercial insurance policy that covers all State-owned aircraft and watercraft (values exceeding \$220,000,000).

Compiles and manages the only property schedule database of owned properties and leased locations for the State. Solicits data from all State agencies and personally updates the database annually. Utilizes database to procure the Excess Property policy that protects all State-owned property from catastrophic loss. Because it is recognized as the sole database, it is used as a resource by other State agencies - such as the Executive Office of the Governor, Towson University and DGS - in their own projects.

MINIMUM QUALIFICATIONS:

Education: A Bachelor's degree from an accredited college or university.

Experience: At least two (2) years specifically in underwriting. One (1) year of this experience must have involved one or more of the following: the supervision of other employees, overseeing and coordinating the general operations of a unit, applying rules and regulations, or exercising responsibility for the development of policies or procedures.

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.

NOTES: Applicants will be subject to a background investigation to include credit and criminal history.

Job opportunities within the Maryland State Treasurer's Office are accessible through *JobAps*, the 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 for which to apply, 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.

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