

# State Underwriting Manager

Recruitment #17-002589-0002 (Administrator IV)

Hiring Range \$53,193 – \$69,273

Closing Date: March 22, 2017

Grade 19 ~ 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 Underwriting Unit manages the insurance needs of the State with self-insurance and through 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.*

*The Underwriting Manager is responsible for overseeing this unique State Insurance Program in order to support the Treasurer's duties under Title 9 of the State Finance and Procurement Article. The Underwriting Manager is the sole position in the State able to negotiate all commercial insurance coverages purchased by the State Treasurer. The 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 is responsible for the supervision of one underwriter.*

The ideal candidate 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.

## **MINIMUM QUALIFICATIONS:**

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

**Experience:** Five years of experience in administrative staff or professional work. One 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.

**Notes:**

1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year to year basis for the required general experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year to year basis for the required education and experience.

## **SELECTIVE QUALIFICATIONS (required):**

Two (2) years of the required experience must be specifically in underwriting.

**PREFERRED QUALIFICATIONS (desired but not required):**

- 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 now 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 to apply for, choosing "I am A new user" at the bottom, then keying in the necessary fields. Visit [www.jobaps.com/md](http://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*

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