

## Reclassification

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

Current Class

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

**Employee**

Employee Name (or Vacant)

**Organizational Structure**

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

**Design: Identify Job Duties and Value****Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Updated responsibilities to include all filing types, previously limited to simplified filings - now responsible for complex actuarial filings as well; Leads special projects, inc. the development, implementation and maintenance of the AIRB's CARS on-line filing system; leads projects to review and develop filing guidelines to respond to regulatory change - such as principles based guidance on rating variables - involves research, stakeholder consultation and recommendation to Board; Using CARS compiles statistical information and provides reporting regarding insurer filings and decisions. Prepares and presents briefing notes, reports and thematic or educational presentations to the Board.

Responsibilities Removed:

Responsibilities expanded only, none removed.

**Job Purpose and Organizational Context**

Why the job exists:

Reporting to the Manager Rate Review, the Senior Analyst Rate Review is instrumental in the Automobile

Insurance Rate Board (AIRB)'s mandate to regulate the pricing of automobile insurance in Alberta. This position reviews rate filings submitted by insurers, writes and presents reports and recommendations to the Board, taking into consideration the current market environment, insurer's circumstances, filing requirements and potential premium impact to policyholders. As a subject matter expert, the position also leads projects related to regulatory policy development, research, and stakeholder consultations leading to recommended direction provided to the AIRB on technical issues.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Manage and review filings and notices from insurers to establish or revise rating programs for automobile insurance coverage under the Automobile Insurance Premiums Regulation.

- Using acute problem solving and interpretive skills to review filings from insurers for all coverages and classes of automobile risks, which include complex and technical information.
- Utilizing technical data and knowledge to identify and report circumstances or influences preventing approved rates from being fair and predictable.
- Communicates with insurer representatives and consulting actuaries regarding filings and insurer rating programs to collect all required information to make recommendations to the AIRB.
- Analyzes proposed changes in insurer filings and rating programs to ensure reasonableness and compliance with the Automobile Insurance Premiums Regulation, Government and AIRB policy. Develops reports, including recommendations to the Board to facilitate AIRB decisions.
  - o Each individual decision affects the respective insurer and all decisions in aggregate impact the market, which is comprised of over 2 million drivers.
- Reviews and ensures compliance of insurers' filings of changes to rating programs, including identification of any rating variables or changes that are not permitted in Alberta.
- Conducts holistic analysis of insurer filings and supporting claims information to monitor market conditions, i.e., whether the market is functioning well or moving to a less profitable phase in the business cycle.
- Contributes to the co-ordination of rating profiles.
- Interprets bulletins and technical filing guidelines to industry stakeholders.

## Lead Special Projects

- Conduct research / thematic reviews on current issues or practices in rating programs (such as conviction surcharges, underwriting, rate capping etc.) to ensure policies balance the needs of both insurers consumers.
- Collect data, create and present reports on current industry trends responding to data needs (e.g. Ministerial Orders, COVID-19) and present to the Board.
- Initiate and lead research projects through the CARR Research Committee including regular update the national rating profiles.
- Develop frameworks for thematic reviews and follow up required upon completion

## Reporting

- Participates in AIRB environmental scanning processes through the Annual/Semi-Annual Review and day-to-day interface with industry. The Annual/Semi-Annual Review process requires planning, co-ordination and analyzing stakeholder submissions followed by developing recommendations for Board consideration.
- Contributes to the development of the AIRB's annual report. The document is submitted to the Minister, tabled in the Legislature and published on our website.
- Leads the development, implementation and maintenance of the AIRB's CARS database.

- Uses CARS data to develop dynamic dashboards to report on “filing” performance measures, compiles statistical information and provides reporting regarding insurers' filings and decisions
- Prepares and presents briefing notes, reports and thematic or educational presentations for Board Meetings, ad-hoc reports related to insurer filings and performance measures.
- Optimize the Process for Reviewing Rating Programs through leading and/or supporting projects to review and update existing filing guidelines, and develop new guidelines as appropriate.
- Works with consulting actuaries to develop new approaches to streamline filing processes and implement reforms or regulatory changes.
- Leads internal project in collaboration with Service Alberta Application Development staff to automate filing process and improve database.

#### AIRB Policy Development

- Leads or participates in the development of recommendations on policy issues such as the data collection requirements under the prescribed statistical plan, the appropriateness of insurers' rating practices and other data collection requirements and matters required for the AIRB to fulfill its mandate.
- Develops and maintains relationships with and work performed by consulting actuaries and other relevant stakeholders.

#### Problem Solving

Typical problems solved:

Automobile Insurance can be a highly political issue. The results of recommendations made to the AIRB have broad impact to the over 3 million Albertans who carry automobile insurance and affects the profitability of the over 45 insurance companies actively writing individually rated policies in Alberta.

Broad practices and regulations along with previous actions and precedents of the Board require this position to carry out its duties in a relatively unstructured environment without the benefit of defined solutions.

Types of guidance available for problem solving:

The incumbent will have access to AIRB staff, AIRB Consulting Actuary, and national rate regulators to obtain guidance and information to support problem solving.

Direct or indirect impacts of decisions:

The AIRB will rely on recommendations of the position in reviewing and approving requests for changes to rating programs. Decisions impact nearly 3 million drivers in the province.

#### Key Relationships

Major stakeholders and purpose of interactions:

AIRB staff to support the team in review and presentation of filing submissions.

Board Members to present filings and provide education sessions on emerging issues and filing trends.

Consulting actuaries to support the review of filings to change or modify automobile insurance rating programs.

Insurer actuaries and data scientists to communicate the AIRB's data requirements and to make inquiries during the review of rate filing submissions.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Business	Other	Other

If other, specify:

This position requires a university degree in insurance and or statistical analysis, CIP designation

Job-specific experience, technical competencies, certification and/or training:

This position requires a university degree or relevant work experience in insurance and or statistical analysis sectors in order to review and analyze the complex reports submitted by insurers to support implementation or changes to their rating programs.

A Chartered Insurance Professional Designation or actuarial examinations sponsored by the Casualty Actuarial Society or a master's degree in math or equivalent would be an asset to provide appropriate context and background knowledge.

In-depth knowledge of the principles of automobile insurance including relevant legislation and regulations will assist the incumbent to understand the data and documentation provided by insurers with rate filings. Familiarity with the concepts of underwriting, insurance pricing, law relating to the insurance contracts, the issues of classification plans, and working knowledge of standard business and analytics software are an asset.

Effective written and oral communication skills to deal with insurance companies and other stakeholders to automobile insurance regulation along with the ability to make written and verbal presentations to the Board.

Ability to organize and prioritize tasks/projects to meet deadlines and provide reasonable turnaround time for insurers submissions.

Excellent analytical and problem solving capabilities along with an exceptional attention to detail.

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>Project work related to the filing guidelines considers challenges faced today, but anticipated in the future. CARS on-line filing system connects to my Alberta id, FSRP's IRIS system and impacts insurers, position requires holistic view of all stakeholder challenges.</p>
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching</li> </ul>	<p>Development and implementation of the CARs online filing system involves input from AIRB staff, insurers, and IT application developers. Project work includes</p>

		<p>and facilitated discussion</p> <ul style="list-style-type: none"> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	<p>engagement with industry stakeholders, and collaboration on solutions to ensure desired outcome for Alberta drivers.</p> <p>Diverse stakeholder views are considered in all rate filings and projects, often the views of insurers are opposite of those for the consumer - seeks to find balance or compromise to maintain a competitive marketplace with affordable insurance premiums.</p>
<p>Develop Networks</p>	<p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/></p>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> <li>• Creates impactful relationships with the right people</li> <li>• Ensures needs of varying groups are represented</li> <li>• Goes beyond to meet stakeholder needs</li> <li>• Ensures all needs are heard and understood</li> </ul>	<p>Success in the role requires ability to establish and maintain relationships with insurers and other stakeholders, including other provincial rate regulators, government policy personnel and the Superintendent of Insurance.</p> <p>Incumbent must anticipate the needs of various stakeholders and seek to meet or mitigate risks related to those needs.</p> <p>Collaborates with external actuarial contractors and AIRB staff to discuss and resolve issues regarding the development of models or segments of the models.</p>
<p>Agility</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> </ul>	<p>Incumbent must manage timelines and data input from several stakeholders while working towards fixed board meeting delivery dates.</p> <p>Position responsible for communicating Board decisions to insurers, anticipating their</p>