

Coordinator, Underwriting – WSRMP

Purpose Statement

The job of Coordinator, Underwriting - WSRMP is done for the purpose/s of providing administrative support in the analysis, evaluation, underwriting pricing and monitoring of coverage agreements, rating plans, claims history, experience rating and contribution modification plans for Members and prospective members of WSRMP.

This job reports to Deputy Executive Director, WSRMP

Essential Functions

- Administers the rating plans for the purpose of allocating contribution amounts to each Member.
- Assists in data collection required by the actuary or reinsurance broker for the purpose of developing rates or securing insurance or reinsurance coverage.
- Embodies the principles and practices that form our culture and commitment to becoming an Antiracist Multicultural Organization for the purpose of meeting the WSRMP's Mission and Targeted Strategies.
- Coordinates ancillary insurance coverage activities (e.g. overseeing the applications, reporting to the insurance broker, etc.) for the purpose of providing needed ancillary insurance coverage for members.
- Manages the collection, analysis and distribution data from the Members for the purpose of achieving organizational objectives and ensuring compliance with district, local, state and federal regulations.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares and maintains a variety of manual and electronic documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance with district, local, state and federal regulations.
- Remains knowledgeable of the computerized networking system for the purpose of serving as the systems backup person.
- Responds to inquiries from Members (e.g. issuance of Certificates of Coverage, amending the Coverage Agreement, etc.) for the purpose of providing necessary information and/or assistance on matters relating to the Coverage Agreement or Rating Plan.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

AGENCY-WIDE COMPETENCIES

CULTURAL PROFICIENCY: Articulates and applies historical context of racism and understands the current reality of students and communities of color in order to support racial equity. Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities to meet the Agency's END and goal of becoming an Antiracist Multicultural Organization in support of eliminating the opportunity gap.

RACIAL EQUITY ADVOCATE: Recognizes, supports, and engages in dismantling institutional racism. Partners with, and is accountable to stakeholders, including children, families, and communities of color.

RACIAL EQUITY MINDSET: Demonstrates awareness of biases, internalized racial superiority and oppression. Leads with a racial equity lens and actively uses the racial equity tool in meaningful ways.

TRANSFORMATIONAL VALUES: Contributes to valuable and positive, antiracist transformation in individuals, organizations, and social systems in an effort to actively progress across the antiracist multicultural institution continuum. Is able to foster a sense of community and shared purpose via collaboration and cooperation with others inside and outside PSESD. Embodies the principles and practices that form the Agency's culture. Operates from an abundance mentality that recognizes opportunities, and is optimistic and realistic about the future.

JOB-SPECIFIC COMPETENCIES

ACCURACY AND ATTENTION TO DETAIL: Ensures work is thoughtfully completed, accurate, and error free to the highest degree possible.

DATA GATHERING, ANALYSIS, AND SHARING: Collects, examines and synthesizes information from a variety of stakeholders and sources in a transparent manner that reflects best practices. Shares data in a thoughtful and responsible way in an effort to inform, understand issues, or enable decision making.

FUNCTIONAL/TECHNICAL SUBJECT MATTER EXPERT: Possesses required functional/technical knowledge and skills to perform job responsibilities. Demonstrates active interest and ability to maintain level of knowledge and enhance and apply new functional skills.

LEVERAGING TECHNOLOGY: Skillfully uses office and information systems and technology to streamline work activities. Seeks out ways to employ technology to optimize individual and organizational performance.

PROJECT MANAGEMENT: Manages all stages of a project from ideation and planning to its successful completion and implementation.

RECORDKEEPING AND DOCUMENTATION: Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; tracking budget expenditures. utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired

Education: Community college and/or vocational school degree with study in job-related area

Equivalency:

Required Testing

Certificates and Licenses

Continuing Education / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Exempt