



Job Title: Product and Data Analyst

Department: Product

FLSA: Exempt

Reports to: VP of Underwriting

Effective date: 12/1/2023

General Summary:

The Product and Data Analyst will support the development, implementation and maintenance of insurance programs, rates, policy forms, standards and procedures for both Personal and Commercial lines of business. This includes internal and competitive analysis of policy forms, products, pricing and distribution channels.

To perform this job successfully, an individual must be able to thrive in a small collaborative team environment, but also be an action-oriented, self-starter with a data driven entrepreneurial spirit. Time management and adherence to deadlines is a critical skill to be successful in this position.

Required Core Competencies:

- Data Analysis and Reporting
- Business Planning and Time Management
- Communication and Presentation
- Customer Focus and Relationship Building
- Problem Solving and Decision Making
- Technical Industry and/or Professional Expertise
- Intermediate knowledge of EXCEL, ACCESS and SQL



Essential Duties

- Participates in the development, implementation and maintenance of insurance programs, standards and procedures.
- Gather and analyze internal and industry data track competitor activity and market trends.
- Provide coverage interpretation and analysis regarding policy language, forms, and endorsements in order to make recommendations on adoption or modification.
- Prepares documentation for state filings including SERFF documents & manuals.
- Works with team to update and maintain Underwriting guideline manuals.
- Works with Underwriting Operations and Information Technology personnel to define/communicate business requirements and functional specifications for IT development.
- Prepare rate, rule and coverage comparisons.
- Research state statutes and assures compliance with reinsurance, legal, regulatory requirements, corporate policies/procedures, and underwriting standards.
- Proficient in development and execution of test cases for Product initiatives.
- Develop and maintain policy contract, endorsements, policyholder notifications and other forms as well as requirements for implementation of forms output.
- Ensure compliance with new and existing laws and regulations by researching regulations, statutes and bulletins to determine product impact.
- Complete production audits (rate, rule, integrations, etc.)

Qualifications

- Qualified candidates must possess a bachelor's degree in business or a technical discipline, with a minimum 3 years of directly related work experience in insurance property and casualty product environment.
- Previous experience in data migration and product implementation.
- Must have experience in US P & C Insurance Compliance and forms like ISO, Regulatory, Statutory Reporting, etc.
- Must have general knowledge of product and territories (economy, demographics, legislative environment, etc.).
- Previous experience with formulation and execution of test plans is preferred.
- CPCU, CIC designations/participation in programs, or other industry designations, preferred.