



**Job Code:** 9537  
**Grade:** 21  
**HCWR:** N

**Job Title**  
Actuarial Analyst

**Department**  
Health Plan Services

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

Under direction, the Actuarial Analyst provides actuarial services to develop best-practice actuarial models and promote implementation program-wide. Maintains accountability for the development of the Health Plans rate structure, maintenance of adequate reserves, and development of new products. Extracts, analyzes, and synthesizes data from various sources to identify risks. Provide data/analytic expertise to support actuarial services including financial reporting, trend analysis, utilization studies, rate development and claims liability estimates.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



### **General Administrative Responsibilities**

#### *Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

### **Typical Duties**

- Extracts, analyzes, and synthesizes data or information from various sources to identify risks to support executive decision making.
- Analyze results to identify early signs of trends or other issues related to medical care costs.
- Design and perform actuarial studies related to medical care costs and trends.
- Collaborate with Actuarial staff to perform Incurred but Not Reported (IBNR) estimates and rate adequacy studies. Document assumptions
- Generate and distribute routine reports to support IBNR calculations, pricing, and financial reporting.
- Research and develop reports and analysis for senior management; effectively communicate results.
- Assist in the preparation of claim experience reports, rate models, and state regulatory reports.
- Attends and/or participates in meetings, presentations, and committee discussions.
- Performs other duties and/or projects as assigned.

### **Minimum Qualifications**

- At least two (2) years of actuarial experience
- Experience using database programs analysis such as Microsoft Access, SQL, Stata, or SASS
- Bachelor's degree in mathematics, statistics, computer science or similar background

### **Preferred Qualifications**

- Achieved, or are working toward, the Associate of the Society of Actuaries (ASA) credential

### **Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of contract terminology, rules and regulations for Medicaid and Medicare
- Knowledge and proficiency using database programs, Excel, Word, PowerPoint and Outlook
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate analytical and organizational, problem-solving, critical thinking and conflict management/resolution skills



**Knowledge, Skills, Abilities and Other Characteristics**

- Ability to plan, organize, direct, evaluate fiscal projects, and make recommendations.
- Ability to write reports, and other communications.
- Detailed and task oriented with the ability to meet deadlines.

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**