

**INSURANCE ADVISER (HOUSING AUTHORITY) (NY HELPS
PROGRAM)**

General Statement of Duties and Responsibilities

Under supervision, with latitude for independent judgment, analyses, reviews, and participates in the development and administration of key segments of the Authority's general insurance program; performs related work.

Examples of Typical Tasks

Conducts statistical studies of loss and claim experience (fire losses, worker' compensation accidents and liability claim) to develop loss ratios, experience modifications and loss trends for the purposes of cost control and marketing the various general insurance coverage.

Prepares specifications for soliciting insurance proposals. Studies and analyzes general insurance proposals and makes recommendations to supervisors.

Analyzes and maintains information on trends and new developments in the general insurance field. Analyzes new legislation affecting the Authority's general insurance program. Reviews all insurance contracts and recommends changes indicated by trends and new development. Determines the cost for proposed coverage changes.

Prepares data for and participates in soliciting proposals from insurance carriers and brokers.

Participates in negotiations with insurance companies and brokers in the settlement of claims.

Provides various agency officials with information regarding the Authority's general insurance program. Assists in the preparation of general memoranda, procedures, and other informational releases.

May design and develop specifications for insurance covering special programs.

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(continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory full time, paid experience in general insurance in the capacity of consultant, adviser, manager, underwriter, or research analyst; or
2. Eight years' experience as described in "1", or
3. Education and experience which is equivalent to "1" or "2".

Note:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into "Insurance Adviser (Housing Authority) (40238)" as competitive class employees.

Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.