



## We are looking for a **Workers Compensation Analyst** in Raleigh, NC

**North Carolina Rate Bureau (NCRB)** is a non-profit, unincorporated rating bureau providing services and programs for the insurance industry in North Carolina through the promulgation of rates, forms, and rules. Lines of insurance include automobile, property and workers compensation, generating over \$12 billion a year in premiums. The NCRB is also responsible for administering the North Carolina Workers Compensation Assigned Risk Plan with approximately 27,000 North Carolina employers.

**The Position:** The Workers Compensation Analyst II will process assigned risk applications received from insurance agents, brokers or producers whose clients are seeking coverage through the NC Workers Compensation Insurance Plan (WCIP).

This position is responsible for providing accurate and timely responses to inquiries on the application of workers compensation rules as outlined in the Basic Manual, NCCI Scopes Manual, and the NCWCIP. They are responsible for the determination of the appropriate classification of employers' business operations, request/review, and process ownership information, and process policy submissions, errors and NCCI rulings. This position communicates as needed with carriers, agents, and employers, working with moderate level of supervision and having limited decision-making authority.

### **What we are looking for:**

- A self-starter with strong customer service skills.
- Strong analytical and problem-solving skills.
- Must be proficient at typing/keyboarding and possess a good working knowledge of database systems and Microsoft office products.
- Ability to effectively interact professionally at all organization levels.
- Possess excellent written, verbal, listening and interpersonal communication skills.
- Ability to work both independently and as a team member.

### **Responsibilities:**

- Process assigned risk applications by reviewing, seeking corrections as needed, and linking the application to appropriate file in database.
- Assist agents with inquiries regarding their application, the use of ManageAR online application system, the electronic funds transfer payment options and Web Security issues.
- Respond to inquiries on the clarification and application of workers compensation rules as outlined in the Basic Manual, NCCI Scopes Manual and the NCWCIP.
- Respond to inquiries making classification determinations based on information received from employers, agents, or carriers, using classification surveys, inspections, and independent research.
- Review ownership information and make ownership rulings based on ERM-14's or narratives received from employers, agents, or carriers.

### **Requirements:**

- BA/BS in a relevant field of study or an equivalent combination of education and experience.
- Prior experience with workers compensation insurance preferred.
- Strong computer skills and proficiency with technology preferred.

**Highlights of joining our team:**

- **Competitive compensation** with an annual bonus plan.
- **Competitive Benefits package** including medical, dental, vision, disability, 401k and cash balance pension
- Minimum of 4 weeks (pro-rated) **Paid Time Off** plus 12 paid holidays per year
- 37.5-hour **Flexible Work Week** with Friday afternoon off
- **Hybrid Work Environment:** 2 days per week in Raleigh office, 3 days remote
- Committed to **Work/Life Balance** for our employees

**We look forward to hearing from you. Please send your resume to:**

[HR@NCRB.ORG](mailto:HR@NCRB.ORG)

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*The Organizations are equal opportunity employers dedicated to a policy of compliance with all federal, state and local laws regarding nondiscrimination in employment. Applicants are considered for all positions without regard to race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, genetic information, military or veteran status, sex (including pregnancy, or related medical condition), gender (including gender identity and expression), sexual orientation, citizenship/alienage status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), arrest or conviction record, or any other status or protected characteristic protected by law. In addition, this Organization does not discriminate on the basis of physical or mental disability where the essential functions of the job, as reasonably accommodated, do not require such distinction.*

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