



## We're looking for a Personal Lines Product Analyst in Raleigh, NC

The North Carolina Rate Bureau (NCRB) 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 for automobile, property and workers compensation lines of insurance. The NCRB is responsible for proposing and filing rates on behalf of member insurers generating over \$12 billion in premiums. The NCRB is responsible for administering the North Carolina Workers Compensation Assigned Risk Plan with approximately 27,000 North Carolina employers.

### Personal Lines Product Analyst Position Summary:

The Personal Lines Product Analyst facilitates the development, filing, and implementation of rates, rules, forms, and procedures for private passenger automobile and residential property lines of business on behalf of the insurance industry in North Carolina. You will partner with internal teams, external vendors, and member companies to ensure accuracy of personal auto and residential lines of business data used for ratemaking, assessments, and regulatory compliance. In this role, you will also collect, verify, and analyze insurance data, prepare statistical reports, provide first-level support on reporting requirements, collaborate with the Department of Insurance (DOI), and facilitate the comprehension and compliance of member companies with Insurance Data Collection (IDC) standards.

### Requirements:

- BA or BS in relevant field or equivalent combination of education and at least 3 years of experience in related field
- Proven ability to interpret and apply ambiguous or evolving regulatory requirements with accuracy and confidence
- Exceptional data analysis and critical thinking skills with a focus on precision and quality
- Strong prioritization, organizational, and time management skills, with ability to multitask and manage multiple priorities
- Strong written, verbal, and presentation skills with the ability to engage diverse stakeholders
- Quick learner with the drive and enthusiasm to collaborate and grow within this role

### Responsibilities:

- Draft and implement new and revised policy forms, endorsements, manuals, and procedures to meet industry needs
- Prepare, submit, and track rate, rule, and form filing documents to the DOI in SERFF that comply with state requirements
- Collect, validate, and analyze IDC data for utilization in ratemaking and assessments
- Design and distribute stakeholder updates on regulatory changes, enhancements, and revisions
- Collaborate with internal teams, vendors, consultants, and member companies to schedule, prepare for, and participate in committee meetings
- Coordinate with IT to update and revise the website and web portal for manuals and forms
- Educate member companies and consumers on NCRB products and services
- Provide accurate and timely guidance or answers to inquiries from member companies, vendors, agents, and the DOI

### Why Should You Apply?

- **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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