



KANSAS INSURANCE DEPARTMENT

Vicki Schmidt, Commissioner

Announcement of Vacant Position Internal – External

Posting Date: January 13, 2022
Job Vacancy: Research Analyst
Division: Health & Life Division
Job Opening ID: 202326
Compensation Rate: \$64,000 annually (*Negotiable based on experience*)
Position Type: Unclassified, Regular, Full-Time, Non-Exempt, Benefits Eligible
Closing Date: **January 24, 2022**
Contact Person: Dale Hubbell – dale.hubbell@ks.gov or 785-291-3801

The Kansas Insurance Department is offering a challenging and rewarding career opportunity as a Research Analyst in our Health & Life Division. We offer a comprehensive benefits package with no wait period for health insurance. In addition, we have a family-oriented work environment with a great work-life balance. Our beautifully renovated office is located near Wanamaker Road with easy access to I-70. We would love for you to join our outstanding team and help us in our mission to “Regulate, Educate & Advocate.”

Job Summary:

The position provides analysis of data in the Kansas Health Insurance Information System (KHIIS) database collected quarterly by the Kansas Department of Health & Environment (KDHE) from health insurers in Kansas and produces informational statistical reports. The position is also responsible for an annual data call as well as assisting the Health & Life Division during the Plan Management process for Qualified Health Plan (QHP) policies to be sold on the Federally Facilitated Marketplace (FFM) and policies sold off the FFM.

Primary Job Duties (*Not all inclusive*):

Through statistical analysis of data collected, the successful candidate will develop various executive summary reports and other ad hoc reports requested by the Insurance Commissioner, the Governor, members of the Kansas Legislature or the Director of the Health & Life Division.

This position is also responsible for analyzing and evaluating data using KHIIS in conjunction with rate review templates and assisting in updating those templates to enhance analysis by examiners. In addition, the research analyst will participate in discussions regarding the annual budget for KHIIS.

The ideal candidate for this position will be someone who has strong analytical skills and wants to help in our mission to provide consumer protection and regulation of the state's insurance industry.

For a detailed position description please contact Dale Hubbell at dale.hubbell@ks.gov or 785-291-3801.

Education, Experience, Knowledge & Abilities:

- Graduation from an accredited four-year college or university with major course work in mathematics or statistics.
- At least six months of experience in analyzing, evaluating, and reporting statistical data is required. Experience with statistical analysis software (SAS, SPSS, or R) and SQL (Structured Query Language) databases is strongly preferred.
- Experience with Tableau is strongly preferred.
- Strong analytical skills required.
- Knowledge of common computer software including word processing, spreadsheet and database applications.
- Ability to use statistical and database software to prepare reports and analyze data.
- Ability to analyze and interpret statistical data and apply analytical thinking to specific problems.
- Ability to organize and clearly express information in concise and accurate written form.
- Ability to review technical documents.
- Ability to interpret and apply statutes, regulations and procedures to carry out assignments and make decisions relative to insurance industry filings.
- Ability to communicate technical information; conduct formal presentations; and negotiate with others to resolve issues.

If you are interested in a dynamic career that offers a challenging work experience and excellent benefits, this position will be a great fit for you. For additional requirements and information on how to apply, see below.

Other Requirements:

- As a condition of employment, candidates are subject to a pre-employment screening process to include name-based criminal history records check and reference/background check of past and present employers.
- Verification of identity and employment eligibility to work in the U.S. is required by federal law.
- Veteran's Preference Eligible – please visit: <http://da.ks.gov/ps/aaa/recruitment/veterans.htm> for additional information.
- Tax Clearance Certificate required, please visit: <https://www.ksrevenue.org/taxclearance.html>

How To Apply:

Step 1: Create an Account at the State of Kansas Careers website at: <https://admin.ks.gov/services/state-employment-center/sec-home>

Step 2: Once you have created an account, complete the online State of Kansas application form and upload the following documents with your application:

- Kansas Tax Clearance Certificate
- Resume
- Cover letter
- Transcripts
- Veterans' Preference K.S.A. 73-201(c) Form and DD-214, if applicable.

Recruiter Contact: Dale Hubbell

Phone: 785-291-3801

Email: dale.hubbell@ks.gov

What to Expect Next:

Your application will be reviewed, and we will evaluate your qualifications based on the materials that you submit. Therefore, the materials that you submit must be complete and fully discuss how you meet the minimum, other, and preferred qualifications, if applicable. After your application is evaluated, you may be contacted for further information or to schedule an interview.

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED: Each applicant applying for a State of Kansas job vacancy must obtain a valid and up to date Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. **All applicants, including current State employees, are responsible for submitting a valid and up to date certificate with all other application materials to the hiring agency.** This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

Veteran's Preference Eligible (VPE):

Former military personnel or their spouse that have been verified as a "veteran" according to K.S.A. 73-201, will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager. Additional VPE information can be found at <http://da.ks.gov/ps/aaa/recruitment/veterans.htm>. DD Form 214, Certificate of Discharge or Separation from Active Duty, or other official documents (to include military discharge papers, or equivalent certification from the VA listing military status, dates of service, and discharge type) issued by the branch of service are required as verification of eligibility for veterans' preference.

If you have questions, please do not hesitate to contact us at 785-291-3801.

Individuals with disabilities are encouraged to contact the Recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Kansas Insurance Department is an Equal Opportunity Employer