



**Job Title:** Product Analyst

**Department:** Product

**FLSA:** Exempt

**Reports to:** VP of Underwriting

**Effective date:** 2/1/2024

**General Summary:**

This position works with Product and Underwriting Managers to support the development, testing, implementation and maintenance of insurance programs, auditing of production rates and programs, policy forms, standards and procedures for both Personal and Commercial lines of business, in CT, MA and RI.

To perform this job successfully, an individual must be able to thrive in a small collaborative team environment, but also be an action-oriented, self-starter with a data driven entrepreneurial spirit. Time management and adherence to deadlines are critical skills to be successful in this position.

**Required Core Competencies:**

- Business Planning and Time Management
- Communication and Presentation
- Customer Focus and Relationship Building
- Problem Solving and Decision Making
- Technical Industry and/or Professional Expertise
- Data Analysis and Reporting
- Intermediate knowledge of EXCEL and ACCESS; SQL experience preferred.

**Essential Duties:**

- Implement point-of-sale and internal user underwriting guidelines and rules as directed by Product and Underwriting Management to achieve business goals.
- Work with other functional units to prepare and submit rate and rule filings to state insurance departments.
- Work closely with Product Managers to support the introduction of new products, enhancements to existing products, and/or entry into new markets to reach company profit and growth targets.



- Collaborate with business partners throughout the organization on the rate and rule revision process, including confirming scope and timelines, preparing and submitting filings to state insurance departments, coordinating responses to regulator questions, and implementing final revision changes.
- Participates in the development, implementation and maintenance of insurance programs, standards and procedures.
- Provides coverage analysis, competitor analysis and makes recommendations for Underwriting and/or Actuarial rate review.
- Maintains knowledge of market trends and tracks industry competitor activity data.
- Works with team to update and maintain Underwriting guideline manuals.
- Works with Underwriting Operations and Information Technology personnel to define/communicate business requirements and functional specifications for IT development.
- Research state statutes and assures compliance with reinsurance, legal, regulatory requirements, corporate policies/procedures, and underwriting standards.
- Proficient in development and execution of test cases for Product initiatives.
- Develop and maintain policy contracts, endorsements, policyholder notifications and other forms as well as requirements for implementation of forms output.
- Ensure compliance with new and existing laws and regulations by researching regulations, statutes and bulletins to determine product impact.
- Complete production audits (rate, rule, integrations, etc.)
- Other duties or projects as assigned to support the NLC product franchise.

### **Experience/Qualifications:**

- Qualified candidates must possess a bachelor's degree in business or a technical discipline. Three years of directly related work experience in insurance property and casualty product environment is preferred. .
- Previous experience in data migration and product implementation.
- Must have experience in US P & C Insurance Compliance and forms like ISO, Regulatory, Statutory Reporting, etc.
- Must have general knowledge of product and territories (economy, demographics, legislative environment, etc.).
- Previous experience with formulation and execution of test plans is preferred.
- Preliminary CAS exam completion or CPCU/CIC is a plus.
- Less work experience specific to P&C environment can be considered for Associate level position.