

The Providence Mutual Fire Insurance Company
Job Posting
April 24, 2009

Department: Product Development

Position: Product and Filing Analyst

Reports to: Actuary

Purpose: This position will pursue an alignment of products to corporate objectives while ensuring regulatory compliance for rules, rates and forms. The incumbent will provide insurance knowledge and guidance to ISO and non-ISO rules and forms. In addition, the position will support the maintenance of rate adequacy and the pursuit of growth opportunities.

Job Responsibilities:

- Apply in-depth knowledge of insurance and understanding of company objectives at the macro and micro levels to ISO rules and forms to determine whether to adopt, defer or to adopt with modifications. Recommend an adoption action plan to sufficiently meet corporate objectives.
- Develop ancillary company rules and forms when deviating from ISO rules and forms that efficiently deliver desired product feature and comply with all applicable regulatory requirements.
- Monitor, communicate and train staff on product-related changes and associated procedural changes.
- Document unit procedures and processes in accordance with unit and record retention standards.
- Develop Agency Guide content based on approved product changes.
- Assist with other product-related initiatives and tasks as needed.

Position Requirements:

- Five or more years of personal and commercial property and casualty experience, and/or Bachelors Degree preferred.
- Experience with ISO rules and forms as well as SERFF.
- Prior regulatory filing experience.
- Ability to meet project deadlines and manage multiple projects simultaneously.
- Ability to communicate effectively at all levels, both verbally and in writing.
- Must support results-oriented culture.

Please see Flo Gobin to express interest prior to May 15, 2009. External recruitment may also be conducted for this position.