

**Berkley Medical Excess Underwriters
Job Description**

Job Title: Underwriting & Policy Issuance (UWPI) Director:
Department: Underwriting
Reports to: Chief Underwriting Officer
FLSA Status: Exempt
Paygrade:
Prepared Date: 11/11/08
Revised Date:

Job Summary:

This position is responsible for the development and implementation of guidelines, processes and strategies to ensure maximum control over the company's ability to conduct profitable business in accordance with its objectives, vision, and mission statement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are functions that a person **must** be able to perform in the job, either unaided or with the assistance of a "reasonable accommodation". The essential function should be related to the overall job purpose, done with great frequency, cause severe consequences if omitted and cause difficulty if re-assigned. The job would be fundamentally altered if the essential duty were removed.

- Reviews, accepts and documents terms and conditions related to coverage exposure. This should be accomplished in a manner consistent with:
 - the company's strategic goals,
 - the company's underwriting guidelines,
 - the company's restraints on time,
 - the customer's expectations of our performance, and
 - the overall relevance to the long-term profitability of the company

- Determines terms and conditions that expose Company to significant loss potential (either on an individual account basis or aggregate portfolio basis). Decides on appropriate action based on that determination (mitigate / transfer / deny / additional data or information request / refer). This should be accomplished in a manner consistent with:
 - the company's strategic goals,
 - the company's underwriting guidelines,
 - the company's restraints on time, and
 - the customer's expectations of our performance

- Discusses issues with appropriate Sales Manager obtaining underwriting input for decisions on final action plans. Creates action plans which will include who, how, and when these underwriting issues will be communicated and/or resolved with the broker / customer.

- Develops a complete 'gap' report on individual account underwriting reviews that prescribe any required changes or subjectivities that need to be made to standard Admiral or BIC forms. This report to be utilized in the quote, binder, and policy issuance process

to ensure that terms & conditions are communicated completely and accurately to brokers and customers.

- Generates timely requests for information, in accordance with standards set forth above, if:
 - submissions and/or endorsement requests are incomplete and necessary data/information/clarification is missing, and/or
 - underwriting process requires different information to complete the review
 - Makes timely and appropriate follow-ups for these items to ensure standards of performance are met.

- Develops terms & conditions guidelines to aid in:
 - the on-going efficiency of the underwriting department,
 - the transparency of the underwriting process and decision-making logic,
 - the ability of Regional Underwriting Director's to communicate responsively to brokers, and
 - consistency of underwriting decisions across regions, brokers, and accounts

- Develops, administers, and ensures a timely and accurate policy / endorsement issuance process that is consistent with:
 - the standards of performance set forth,
 - the company's strategic goals,
 - the customer's expectations of our performance,
 - the overall relevance to the long-term profitability of the company, and
 - compliance standards for surplus and admitted lines for primary and excess coverage

- Responsible for the development of policy and/or endorsement language as needed to respond to identified needs as it relates to acceptable customer requests.

ADDITIONAL DUTIES AND RESPONSIBILITIES

These are the Nonessential or marginal functions that are desirable, but not necessary, aspects of the job.

- Aids in
 - coordination of facultative reinsurance requests as necessary,
 - the development of account strategies designed to support the strategic goals of the Company,
 - the collection and organization of current industry terms & conditions utilized by competitors in support of the strategic goals of the Company
 - design, development, and implementation of changes made to applications, quotes, and binders

- Other duties and projects as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Marketing or Business Administration from four-year College or university; or five to fifteen years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents.

Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to effectively communicate on telephone.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Ability to apply concepts of basic algebra and geometry.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to organize and prioritize tasks in connection with department goals.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

CPCU preferred, but not required

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Most functions of this position are completed while sitting at ones desk and working on a computer.

The noise level in the work environment is usually moderate.

OTHER QUALIFICATIONS

- Attention to detail and ability to fulfill job responsibilities with minimal supervision are required.
- Basic knowledge and use of computer programs in a Windows environment, including Word, Excel, Power Point, Internet, and e-mail are necessary.
- Must be able to effectively communicate on the telephone and in person.
- Must be available to travel interstate or intrastate four to eight times a year.
- Ability to handle confidential information.

The above description is not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor is it intended to be such a listing of the skills and abilities required to do the job. Rather, it is intended only to describe the general nature of the job.