



States, Strength & Speed Aligned

SEEKING PART-TIME PRODUCT REVIEW CONSULTANT

Due to a sustained increase in the volume and complexity of product filings submitted to the Interstate Insurance Product Regulation Commission ("IIPRC"), the Management Committee has given approval to the IIPRC Office to retain a part-time consultant for the purpose of assisting in the product review operations.

The Part-Time Product Review Consultant ("Consultant") may be expected to provide services to the IIPRC up to a maximum of approximately 125 hours per month. The Consultant may work remotely from his or her office and will be expected to provide his or her own equipment in performance of the services for IIPRC. A reasonable hourly rate based on experience and qualifications will be negotiated and agreed upon between the Consultant and the IIPRC. The Consultant will be required to sign a consultant agreement and comply with the IIPRC's Code of Ethics and Consultant Policies and Procedures.

If you are interested in being considered for this Consultant position, please submit to the IIPRC Office by May 14, 2010 your resume or curriculum vitae along with a cover letter (maximum 200 words in length) detailing how your qualifications and work experience are applicable to fulfilling the duties of this Consultant position.

SCOPE OF WORK

Consultant will perform services for the IIPRC as requested, on an as needed basis, up to a maximum of approximately 125 hours per month.

GENERAL SERVICES:

In general, the Consultant will be expected to perform the following services:

- Review product filings submitted to the IIPRC in a timely and thorough manner to ensure compliance with the applicable filing requirements set forth in the Uniform Standards, Rules and Operating Procedures.
- Work with the IIPRC Team on filing reviews and coordinate on any necessary correspondence/communications with filers to ensure product filings are reviewed as efficiently and timely as possible given the volume and complexity of the workload.
- When reviewing product filings, complete all necessary correspondence and applicable checklists. Follow up on responses to objection letters and/or correspondence to include the documentation of telephone and email communications within filings.
- Work with the IIPRC Team, as necessary, to resolve questions and issues with product filings.

- Respond to product filing inquiries and questions, as directed, from Members, filers, consumers, and all other interested parties.
- Interface with the SERFF team, as appropriate, to resolve issues and to assist with necessary upgrades/changes to SERFF.
- Assist the Executive Director with fulfilling requests for public records pursuant to the IIPRC Rules and Operating Procedures.
- Assist with training, preparing materials and making presentations, as requested by the Executive Director, to Member insurance departments, industry organizations, current and potential filers, and others on matters pertaining to IIPRC Product Filing Operations.
- Keep Executive Director regularly informed of status of product review operations including any significant issues, questions or problems that arise during the performance of these tasks.
- Participate in regular IIPRC Team conference calls as well as in-person IIPRC Team meetings/retreats.
- Participate in conference calls and in-person meetings of the IIPRC, Management Committee and other committees, as needed.
- Agree to subsequent and supplemental responsibilities deriving from above-noted projects in discussion and consultation with the Executive Director.

GENERAL REQUIREMENTS/QUALIFICATIONS:

- Qualifications for this position include a Bachelor's Degree; insurance compliance regulatory experience reviewing or preparing asset-based product filings; knowledge of life and annuity, long term care and disability insurance general product filing requirements. An Advanced Degree is desired; Chartered Life Underwriter (C.L.U.) and/or Fellow Life Management Institute (FLMI) preferable; and familiarity with IIPRC Uniform Standards and IIPRC rulemaking development process helpful.
- The Consultant must have experience with insurance policy form filing review within the context of the state-based regulatory system and a solid working knowledge of rate and form filing review for at least two, and preferably all, of the following product lines for individual and group: life insurance, annuity, long-term care insurance and disability income insurance.
- The Consultant must have familiarity with the System for Electronic Rate and Form Filing (SERFF), MicroSoft Outlook, Word and Excel.
- The Consultant must be able to work efficiently to determine whether a policy form filing meets the requirements of the IIPRC Uniform Standards.
- The Consultant must have excellent organizational and communication skills and be able to work with the IIPRC Team to follow through on a filing review, obtain any necessary documentation from filing insurers, and appropriately document all regulatory decisions.
- The Consultant must be able to work effectively in a fast-paced work environment, including the ability to successfully handle review of multiple submissions within stated deadlines, and the flexibility to work within an evolving organization.
- The Consultant must be able to work in a team-environment and effectively communicate on a daily basis with the IIPRC Team.

TECHNOLOGY PLATFORM:

The Consultant will be expected to provide his or her own equipment in order to perform the services listed above and communicate remotely with the IIPRC Team and IIPRC systems. The IIPRC will provide Consultant with access to the SERFF and IIPRC's network. The IIPRC may provide Consultant with certain equipment as well as cover certain expenses incurred in accessing or performing the services, as negotiated. When performing services, Consultant agrees to abide by the technology requirements, data security and confidentiality policies of the IIPRC.

TRAVEL AND OTHER IIPRC-RELATED EXPENSES:

Consultant may be expected to travel on behalf of the IIPRC. It is the policy of the IIPRC to reimburse all eligible and reasonable costs related to authorized IIPRC travel. Reimbursement of Consultant expenses will be in accordance with the IIPRC Guidelines for the Reimbursement of Travel.

The IIPRC may reimburse other IIPRC-related expenses as agreed to or authorized by the Executive Director.

WHERE TO SUBMIT REQUEST FOR CONSIDERATION

If you are interested in being considered for the Part-Time Review Consultant position, please submit the required information to employment@insurancecompact.org by or before Friday, May 14, 2010.

If you have any questions regarding this position or scope of work, please send questions to comments@insurancecompact.org.