

## COMMERCE ANALYST 2

### KIND OF WORK

Journey level professional analysis of regulatory, civil, and criminal matters that relate to industries under the jurisdiction of the Department of Commerce.

### NATURE AND PURPOSE

Under general supervision or guidance identify, review, research and summarize regulatory, civil, and criminal matters that relate to industries under the jurisdiction of the Department of Commerce. Work involves interpreting rules and statutes, evaluating applications and policies, examining financial statements, gathering data, and identifying legal compliance.

### DISTINGUISHING CHARACTERISTICS

It is distinguished from the Commerce Analyst 1 in that the assignments are more varied in complexity, work requires more problem solving and decision-making, and there is less continuous oversight. This class is distinguished from the Commerce Analyst 3 in that it is not a subject matter specialist, is similar in nature and requires less difficult analysis, and some work direction is guided by others.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Research and respond verbally or in writing to similar and non-recurring inquiries of statutes, licensing status, compliance requirements from consumers, companies, trade associations, etc.

Research and respond verbally or in writing to similar and non-recurring consumer complaints, and inquiries from consumers, companies, trade associations, etc.

Complete similar and non-recurring investigations for review; bridging additional issues or concerns together through link analysis.

Review insurance policy forms, licensed business practices, and/or rate filings of companies to ensure conformity with Minnesota statutory requirements and/or administrative regulations. Review may include evaluating applications and evaluating financial statements.

Gather and evaluate data, identify and summarize issues, and draft documents (i.e. memos, agreements, orders, and reports) for review and advise more senior staff members of potential next steps.

Reviewing licensing business practices to conform to statutory requirements.

Assist or conduct with intake interviews and investigations.

Identify trending issues in the investigation/industry.

Assist more senior staff members with plan of execution to effectuate case management by setting investigation plans.

Write profiles for cases to identify the subjects of the investigation by researching multiple resources to obtain the information.

Policy advisor of life, health, property and casualty insurance to other Commerce units.

Take statements under oath.

Provide technical training assistance.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Minnesota Statutes and the legislative process

Commerce regulated industry to look at trends, policy structures and selling procedures.

Regulated industry concepts, terminology, and industry operations

Statistical principles, methods, and applications.

Skill In:

Analyzing form and binder filings

Reading comprehension

Organization

Computer systems/applications

Customer service

Communicating with a diverse audience to convey information/interpretation of rules, statutes, and compliance initiatives.

Mathematical calculation and explanation

Financial and statistical evaluation

Ability to:

Interpret insurance filings, statutes, rules, court decisions.

Work independently and collaboratively

Manage caseload and other work responsibilities

Recognize industry issues

Deliver difficult messages

Identify potential issues and determine possible violations and make recommendations on course of action

Provide guidance in the development of new products

Analyze records and examine documents to establish facts in order to detect patterns or inconsistencies.

Achieve compliance and cooperation from stakeholders

Est.: 6/45

Rev.: 2/17

Ckd.: 10/91

T.C.: 9/59; 7/69; 7/73; 10/16/84

Former Title(s): Securities Analyst,  
Securities Examiner II, Senior Securities  
Examiner, Securities Examiner, Sr.