



Job Description

Job Title: Regulatory Compliance Analyst, Property and Casualty	
FLSA Status: Exempt	Department: Legal
Last Revision Date: 11-2011	Reports to: VP & General Counsel, UHPC

Summary

This position is responsible for ensuring that United Heritage Property & Casualty Company's policies, forms, procedures and filings comply with all federal and state codes, regulations, and rules in the states in which the Company operates.

Primary Responsibilities

- Monitor, research, review and analyze all existing and new laws and regulations that affect UHP&C. Implement/draft procedures and/or forms that are required to comply with laws and regulations.
- Responsibility as Company's Anti-Fraud coordinator and provide assistance to the General Counsel in all matters related to fraud reporting and training. File required annual fraud reports with appropriate state insurance departments.
- Oversee the drafting, filing and approval process of all required policy forms/rates/rules filings. Maintain required records related to tracking of filed documents. Notify appropriate personnel of approvals and changes and provide to them updated or new forms. Move approved files to active folders. Notify IT of any changes to be made to the UHPC website.
- Manage the Company's Underwriting Manuals including but not limited to drafting language changes and filing those changes with regulatory authorities as necessary.
- Oversee and manage complaint investigation and response. Maintain complaint log for written complaints.
- Oversee Company's OFAC compliance procedures.
- Act as liaison for Legal and Compliance for Auditors and Market Conduct Examiners.
- Assist General Counsel and UHPC Departments with legal research as requested.
- Prepare and file various reports as required by law.
- Creation and maintenance of legal files and folders, including but not limited to research files, compliance files and litigation files related to UHPC;
- Creating Stock Certificates and maintaining the company stock register;
- Filing various corporate documents with Secretary of State and Insurance Departments;
- Request certified documents from state Insurance Departments;

UHP&C
Compliance Coordinator- 1



- Track assigned Agents for Service of Process;
- Track and maintain corporate contracts with third party service and product providers.
- Complete annual company registration filings for UHP&C.

Additional Responsibilities

Assist General Counsel with various assigned legal and compliance duties including, but not limited to:

- Provide general secretarial assistance to the General Counsel. for UHPC matters: Format and proof-read letters; mail processing; check requests and track cost of filings.
- Report the company's monthly fire losses to the State of Idaho.
- Oversee Utah and Oregon auto MVR notifications.
- Monitor CMS and NMVTIS reporting.
- Submit Biographical Affidavits to state insurance departments as required.
- Attend monthly UHPC operations group meetings.
- Creation and editing of power point presentations for General Counsel.
- Assist Life Insurance Regulatory Compliance Analyst when workload requires.
- Other duties as assigned.

Knowledge and Skill Requirements

- Paralegal certificate is required;
- Legal research, analysis and writing skills and experience are required;
- Prior insurance regulatory compliance experience preferred;
- Proficiency with legal research software (Westlaw and/or Lexis/Nexis,) Word, Excel, Power Point and internet-based applications. Ability to learn company specific software;
- Strong oral and written communications skills;
- Strong problem-solving and analytical skills and attention to detail;
- Ability to work independently and carry out assignments to completion; and
- Displays a good-natured, cooperative attitude and is pleasant with others on the job.

Working Conditions

Work is performed in an office environment. May sit for long periods of time. Visual acuity to perform reading and computer functions.