

JOB ANNOUNCEMENT

Office of the State Actuary

Actuarial Analyst



ABOUT THE JOB

Actuarial analysts work closely with, and under the general guidance of, more senior actuaries as part of this entry-level career opportunity. Expectations of the successful candidate include:

- ❖ Assist with the preparation of actuarial valuations for 15 state retirement systems, the Guaranteed Education Tuition Program, the Higher Education Supplemental Retirement Plan, and Other Post-Employment Benefit Plan.
- ❖ Prepare cash flow and contribution rate projections, economic and demographic experience studies, and pricings related to proposals on public pensions.
- ❖ Respond to legislative and constituent inquiries and requests.
- ❖ Participate in continuous learning and development opportunities through our office and the profession's national actuarial organizations.

ABOUT THE OFFICE

Washington's Office of the State Actuary (OSA) supports the financial security of Washingtonians today and for generations to come by helping our clients make informed decisions in their governance of financial security programs including state pension systems, medical plans, and the new long-term care fund. OSA provides non-partisan, actuarial, policy, and fiscal services for the Legislature, Executive branch agencies, and various boards and committees.

OSA offers programs for staff that support work-life balance and a culture that is inclusive, friendly, and supportive. At OSA, we care about each other and the quality of our work. We work in a specialized field where projects are varied and challenging, and technical expertise, collaboration, and creativity are key to success. We are committed to serving the public while exceeding our clients' expectations.

Our workplace is located in West Olympia, near the Capitol Campus and downtown. Olympia itself is a vibrant community with numerous opportunities for outdoor recreation and the visual and performing arts, plus highly regarded K-12 public schools and three higher education institutions. Nearby attractions include mountains for hiking and skiing, coastlines for beachcombing, and metropolitan cities of Seattle and Portland. More information about the office is available on our [website](#).

PREFERRED QUALIFICATIONS

A degree from an accredited college or university in a field such as actuarial science, mathematics, or finance; one actuarial exam; completed the Society of Actuaries VEEs; proficient using Excel and familiar with Word; knowledge of ProVal and SQL; excellent interpersonal and written communication skills; effective working independently as well as in a team environment.

SALARY AND BENEFITS

The minimum starting salary is \$59,000 per year and will increase based upon the applicant's qualifications. Benefits include vacation, sick, and military leave; the state's paid family and medical leave program; paid state holidays; health, life, long-term disability, and other optional insurance; social security; retirement pension; access to retiree healthcare; and deferred compensation program. Eligible employees may participate in flexible work schedules that include telecommuting.

HOW TO APPLY

To be considered for this position, applicants need to provide a resume and a one-page cover letter. As part of the latter, please include:

- ❖ Reasons for your interest in the position;
- ❖ Example of how you overcame a professional challenge and what you learned about yourself; and
- ❖ Description of any relevant experience.

Candidates must be legally authorized to work in the United States, as well as be prepared to provide three references, to sign an authorization to release information, and to take a personality and career interest assessment to help us better understand how you best learn and prefer to interact with teammates.

This recruitment will remain open until the position has been filled. Application screening will begin immediately with interviewing and selection expected to start in September. The state actuary reserves the right, and may exercise the option, to make a hiring decision at any time or extend the recruitment.

Please send the requested information to the attention of:

HR Business Partner
Legislative Support Services
Post Office Box 40500
Olympia, Washington 98504-0500

Questions about this opportunity – Please call (360) 786-7337 or email LSSHROffice@leg.wa.gov.
We would prefer to receive all application packages via e-mail.

The Office of the State Actuary is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation, and gender identity diversity. As a member of our team, you will be part of our [Diversity, Equity and Inclusion](#) efforts that are currently underway to support staff development, awareness, and understanding in these areas.

Persons needing accommodation in the application process or this announcement in an alternative format may contact our HR Business Partner listed above.