

CEA



C A R E E R E X E C U T I V E A S S I G N M E N T

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

DEPARTMENT: DEPARTMENT OF INSURANCE

POSITION TITLE: CHIEF, LICENSING SERVICES DIVISION, CEA 2

SALARY: \$7,815 - \$8,616 / Month

FINAL FILING DATE: September 16, 2011 BY 5:00 P.M., CLOSE OF BUSINESS

LOCATION: SACRAMENTO

DUTIES AND RESPONSIBILITIES

Under the direction of the Deputy Commissioner, Administration and Licensing Services Branch, manages the Licensing Services Division within the Department of Insurance. The activities undertaken by the Licensing Services Division protect the public and maintain the integrity of the insurance industry by assisting with the implementation and enforcement of laws relating to the qualifications and licensing requirements for persons and organizations conducting insurance business in this State. The incumbent participates in policy formulation, development, and evaluation and program planning of operations-related activities for the Licensing Services Division. The Chief, Licensing Services Division plans, organizes and directs the activities of the Licensing Services Division, including overseeing the day-to-day operations of the Producer Licensing, Licensing Background, and Licensing Compliance and Company Investigations Bureaus and oversees the surplus line industry. The incumbent formulates recommendations for department action; conducts reviews of the most critical, sensitive, and complex reports; represents the department in legislative hearings, conferences and technical meetings, and participates in National Association of Insurance Commissioners (NAIC) meetings, special task forces and working groups.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation, development and implementation; personnel management techniques; the Department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program.
2. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity objectives.

The above knowledge and abilities are expected to be obtained from extensive managerial and program administrative experience that has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control, and fiscal and personnel management. (Experience may have been paid or volunteer, in State service, other government settings, or in a private organization.)

DESIRABLE QUALIFICATIONS

1. Demonstrated experience and knowledge of insurance industry operations and practices, including the California Insurance Code, rules, and regulations governing the licensing aspects of insurance business and marketing practices.
2. Demonstrated experience in the development, implementation and evaluation of policy that has major implications for insurance industry licensing activities.
3. Demonstrated experience in working with technology systems required to maintain large databases of insurers.
4. Demonstrated experience in the use of the principles of management and supervision, strategic planning, and effective communications skills.

GENERAL QUALIFICATIONS

Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Licensing Services Division, CEA 2**, with the **DEPARTMENT OF INSURANCE**. Applications will be retained for 12 months.

The results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to 12 months.

The examination process will consist of an evaluation of the candidate's application and Statement of Qualifications (SOQ). The minimum and desirable qualifications listed on this bulletin will be used to screen and evaluate the application and SOQ, therefore, it is critical that each applicant include specific information on how his/her background, knowledge, abilities and personal characteristics meet the minimum qualifications and desirable qualifications. The SOQ may also serve as documentation of the candidate's ability to present information clearly and concisely in writing, since this is a critical factor to successful job performance. The SOQ may be the only basis for the candidate's final score and rank on the eligible list. Candidates will be ranked competitively, and each candidate will be notified in writing of his/her examination results.

FILING INFORMATION

Interested applicants must submit the following:

- A completed Standard State Application (Form STD 678) and a current resume.
- A "Statement of Qualifications." The Statement of Qualifications is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications should be typed and no more than two pages in length.
- The Statement of Qualifications must indicate your total years of experience (and civil service classifications, if applicable) performing work that demonstrates each of the qualifications.
- Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the examination process.
- List of references must be provided.

All application materials (Standard State Application, resume, Statement of Qualifications, and references) must be received by the Department of Insurance Human Resources Management Division by 5:00 p.m., September 16, 2011.

Application materials personally delivered, received via U.S. Postal Service, or any other delivery service after 5:00 p.m. on the final filing date will not be accepted. Questions concerning this examination should be directed to Cecille Ramirez at (916) 492-3295 or ramirez@insurance.ca.gov.

Applications must be submitted by the final filing date to:

Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
Attn: Cecille Ramirez

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Insurance reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

Release Date: 09/01/11
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