



INSURANCE, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	INSURANCE, DEPARTMENT OF	RELEASE DATE:	Monday, June 8, 2015
POSITION TITLE:	DEPUTY GENERAL COUNSEL FOR LITIGATION, CEA, C	FINAL FILING DATE:	Until Filled
CEA LEVEL:	CEA C	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,735.00 - \$14,058.00 / Month	BULLETIN ID:	05292015_2

POSITION DESCRIPTION

PENDING CONTROL AGENCY APPROVAL

Under the general direction of the General Counsel, the Deputy General Counsel for Litigation performs, leads, and/or oversees the litigation of complex cases involving administrative litigation, qui tam matters, and departmental legal matters in State and Federal courts. In consultation with the General Counsel, the Deputy General Counsel leads the existing Bureau Chiefs and Attorneys in the Branch who are currently responsible for these and other litigation matters. The Deputy General Counsel plans, organizes and directs the operations of the civil and administrative litigation functions within the Legal Branch, overseeing civil litigation relating to insurance fraud; property and casualty rate hearings; administrative enforcement activities relating to insurers, insurance producers, and others engaged in the business of insurance; and other insurance matters in civil litigation, including litigation in which the Department is represented by the Office of the Attorney General. The Deputy General Counsel will be the principle attorney representing the department in litigation in which the Office of the Attorney General is not providing representation. The Deputy General Counsel collaborates closely with the Enforcement and Consumer Services and Market Conduct Branches that refer administrative enforcement cases to the Legal Branch for prosecution, with the Rate Regulation Branch that refers contested rate applications to the Legal Branch for legal representation in rate hearings, and with the Fraud Division within the Enforcement Branch that investigates insurance-related fraud. The Deputy General Counsel provides strategic and policy recommendations to the General Counsel, the Chief Deputy Commissioner, and the Insurance Commissioner regarding significant, sensitive, or complex matters, including litigation, legislation, and rulemaking impacting the bureaus under the Deputy General Counsel. This position may be based in Sacramento or San Francisco . Travel is required to other California Department of Insurance (CDI) locations for meetings with executives/stakeholders and non-CDI locations to participate in settlement discussions regarding litigation cases.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 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 Section 18991.

SPECIAL REQUIREMENTS

Possession of current membership in the State Bar of California and admission to practice law.

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 and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary 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 Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal

Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

1. Extensive experience litigating complex cases in State and Federal courts, including cases involving governmental immunities, writs, and civil insurance fraud, advising clients at a high level about the most sensitive and complex aspects of litigation, and negotiating settlements of civil lawsuits.
2. Experience in managing and directing a litigation program and dealing with cases that are sensitive, high profile, and receive media attention and public scrutiny.
3. Experience working successfully with an executive team, representatives of a variety of professionals, and members of the public.
4. Experience at the management level in formulating strategies and making recommendations to an executive team on legal issues and priorities, including but not limited to matters involving community and consumer insurance issues with respect to insurance fraud, company solvency, and consumer protection.
5. Demonstrated experience at the management level, applying the principles/practices of policy formulation and implementation of the laws, rules, and regulations of the State of California.

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 **DEPUTY GENERAL COUNSEL FOR LITIGATION, CEA, C**, with the **INSURANCE, DEPARTMENT OF**. Applications will be retained for twelve 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 twelve months.

The examination process will consist of an evaluation of the candidate's application, Statement of Qualifications and/or resume. The minimum and desirable qualifications listed on this bulletin will be used to screen and evaluate the application, Statement of Qualifications and/or resume, 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 application, Statement of Qualifications and/or resume must indicate your total years of experience (and civil service classification, if applicable) performing each of the qualifications.

FILING INSTRUCTIONS

Interested applicants must either personally deliver or via postal mail send all required materials to the address below no later than the final file date.

Questions concerning this examination should be directed to Nitika Nitashni at (916) 492-3311 or nitika.nitashni@insurance.ca.gov.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement 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 serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.
- A resume may be submitted.

Applications must be submitted by the final filing date to:

INSURANCE, DEPARTMENT OF, Human Resources Management Division
300 Capitol Mall, 13th Floor, Sacramento, CA 95814
[Nitika Nitashni | \(916\) 492-3311 | nitika.nitashni@insurance.ca.gov](mailto:nitika.nitashni@insurance.ca.gov)

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 assure 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 INSURANCE, DEPARTMENT OF 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.

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

Class specs: [CEA and Exempt Appointees](#)