



## 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.

<b>DEPARTMENT:</b>	INSURANCE, DEPARTMENT OF	<b>RELEASE DATE:</b>	Tuesday, October 27, 2015
<b>POSITION TITLE:</b>	DEPUTY GENERAL COUNSEL FOR LEGAL SERVICES, CEA, C	<b>FINAL FILING DATE:</b>	Friday, November 13, 2015
<b>CEA LEVEL:</b>	CEA C	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,978.00 - \$14,409.00 / Month	<b>BULLETIN ID:</b>	10192015_3

### POSITION DESCRIPTION

Under the general direction of the General Counsel, plans, organizes, directs, and/or oversees the operations of transactional and other non-litigation bureaus within Legal Branch, overseeing review of disability and workers' compensation policy forms, review of insurer applications and corporate filings, response to Public Records Act (PRA) requests, handling of service of process on the Department, and legal issues relating to rulemakings, privacy and electronic security. In consultation with the General Counsel, the Deputy General Counsel leads the bureau chiefs who are responsible for these functions. The Deputy General Counsel reviews proposed decisions relating to producer licensing and discipline, and on behalf of the Insurance Commissioner acts to adopt or reject the proposed decisions. The Deputy General Counsel collaborates with the Financial Surveillance branch, including actuarial units, on filings subject to review in multiple branches, and all other units when records are needed in response to PRA requests or subpoenas. The Deputy General Counsel oversees the activities of the public advisor relating to intervention in cases relating to Proposition 103. The Deputy General Counsel has primary responsibility for oversight of branch support staff and for collaborating with Administration and Licensing Services Branch (ALSB) in the preparation and monitoring of the branch budget, in conducting personnel related activity, in branch purchasing and IT issues. The Deputy General Counsel provides strategic and policy recommendations to the General Counsel, the Chief Deputy and the Insurance Commissioner regarding significant, sensitive or complex matters, including complex insurer transactions, policy form filings, sensitive workers' compensation policy matters, 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 discussions regarding filings pending with the department.

## MINIMUM QUALIFICATIONS

All applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

## 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 in insurance regulatory issues, including complex insurer transactions involving acquisitions, mergers, reinsurance, and agreements with affiliated companies, complex insurer rate or form filings, health insurance reform, workers' compensation insurance issues, insurance fraud, or insurer and producer enforcement activities.
2. Advising clients at a high level about the most sensitive and complex aspects of insurer transactional, regulatory, and enforcement activities, and producer regulatory and enforcement activities.
3. Experience in managing and directing a legal program and dealing with issues and filings that are sensitive, high profile, and receive media attention and public scrutiny.
4. Experience working successfully with an executive team, representatives of a variety of professionals, and members of the public.
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 LEGAL SERVICES, 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](mailto: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](#)