





# JOB OPPORTUNITY

## CALIFORNIA STATE DEPARTMENT OF INSURANCE

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of each candidate's ability to respond to questions and present information in a clear and concise written format. The SOQ should be typed and no more than two pages in length. **Applications submitted without an SOQ will not be considered.**

Your SOQ should address the following four questions:

1. What is your experience with the State's model of Progressive Discipline?
2. What is your definition of Progressive Discipline?
3. What is your experience writing and editing analyses and/or reports regarding politically sensitive topics?
4. What is your experience presenting this information before an audience?

Please mail OR hand deliver a completed standard [State Application STD 678](#) and any required supplemental documentation to Suzanne LaChance, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13<sup>th</sup> Floor, Sacramento, CA 95814.

**Failure to submit an SOQ and proof of meeting the minimum qualification educational requirements will eliminate you from being considered for the position. Unofficial transcripts or a copy of your diploma will be accepted for initial screening purposes.**

DO NOT EMAIL APPLICATION PACKAGE. Emailed submissions will not be accepted. **PLEASE INDICATE "Staff Services Manager I (Specialist), PSN# 413-191-4800-008" ON THE STATE APPLICATION.** For additional information, please call Suzanne LaChance at (916) 492-3300.

**FINAL FILING DATE: Until Filled**

**NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.**

12/29/15 SL

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### DO NOT SUBMIT APPLICATIONS TO CalHR

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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.

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