

<b>Classification Title:</b> Career Executive Assignment (CEA B)	<b>Branch/Division/Bureau:</b> Rate Regulation Branch
<b>Working Title:</b> Division Chief	<b>Office/Unit/Section/Geographic Location:</b>
<b>Position Number (13 Digit):</b> 413-320-7500-002	<b>Conflict of Interest Position:</b> <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
<b>Employee Name:</b>	<b>Effective Date:</b>

**BASIC FUNCTION**

Under the direction of the Deputy Commissioner, Rate Regulation Branch, the Division Chief will have the broad formulation, operation and evaluation responsibility on policy related decisions related to ratemaking and modeling as outlined in the California Insurance Code and California Code of Regulations. The Division Chief will ensure proper administration of rate policies through the management of subordinate staff within the Rate Regulation Branch. In addition, the Division Chief will provide oversight in the development of procedures and methodologies for rate analysis and rate setting functions for internal and external stakeholders to properly evaluate California’s prior approval insurance rates as well as certain rates that are file and use.

Occasional travel may be required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.).

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

**ESSENTIAL FUNCTIONS**

- 30% Develop, implement, review, and modify rate filing procedures and methodologies in alignment with the California Insurance Code and California Code of Regulations for internal and external stakeholders. Develop, revise, and monitor the effectiveness of rate applications, including instructions, applications, rate templates, and exhibits, for use by insurance companies conducting business in California. Ensure appropriate and consistent application of methodologies by subordinate staff in their review and analysis of property and casualty insurance rates and models. Validate that rate-related procedures illicit rates that are not excessive, inadequate, or unfairly discriminatory.
- 30% Provide operational oversight and direction to the Rate Filing Bureaus and Rate Specialist Unit staff. Provide general direction to subordinate supervisors in the Training, Intake, and Special Projects Bureau. In conjunction with subordinate supervisors, evaluate, develop, formulate, modify and implement policies, procedures, training plans, and objectives for Rate Regulation Branch staff using various resources. Direct and oversee completion of special projects, complex statistical calculations, and reports in alignment with Departmental needs. Develop

and coordinate plans and goals to ensure that the Rate Regulation Branch operates within budget allocations.

- 20% Coordinate high-level staff work through the drafting and determination of courses of action on key issues of a sensitive nature dealing with high profile or emerging topics in the insurance industry, including but not limited to climate change, COVID-19, predictive modeling, big data and artificial intelligence in rate-making and modeling, etc. Act as a liaison between the Deputy Commissioner, rating organizations, and consumer organizations.
- 15% Serve as the subject matter expert on Property and Casualty insurance rate matters, provide advisement on strategies and solutions to the Deputy Commissioner and Executive Leadership. Provide expert level guidance to Executive Staff on how to interpret existing regulations and make recommendations on new regulations.

**MARGINAL FUNCTIONS**

- 5% Participate in the public hearing and rule-making process for proposed or amended regulations.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- The incumbent must be able to work in a high-rise office building.
- Eligible for telework in accordance with CDIs telework policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name