

<b>Classification Title:</b> STAFF SERVICES MANAGER III	<b>Branch/Division/Bureau:</b> POLICY & LEGISLATION BRANCH
<b>Working Title:</b> Chief Deputy Legislative Director	<b>Office/Unit/Section/Geographic Location:</b> Legislative Office///SACRAMENTO (300)
<b>Position Number (13 Digit):</b> 413-115-4802 001	<b>Conflict of Interest Position:</b> YES
<b>Employee Name:</b>	<b>Effective Date:</b>

**BASIC FUNCTION:**

Under the general direction of the Deputy Commissioner/Legislative Director (Exempt), the Staff Services Manager III (SSM III) is responsible for the development, implementation, and management of the Department's statewide legislative program operations and activities, serves as legislative advisor to the Deputy Commissioner/Legislative Director, and supervises subordinate staff within the Legislative Office. The incumbent is expected to exercise an extremely high level of self-initiative, follow-through, discretion, and judgment as well as demonstrate the ability to effectively communicate, orally and in writing, with a wide variety of internal and external sources diligently representing the Department before governmental entities, political bodies, insurance industry, consumer groups, and other interested stakeholders.

Incumbent shall have three (3) years or more of work experience with increasing responsibilities working in a Legislative Office in the Executive or Legislative Branch of California State Government and have familiarity with the California health care system, health care legislation, and health care regulatory functions.

Some travel is 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% Helps formulate and develop policy as it pertains to legislation and budgetary policy. Provides policy, budget, program, and technical direction in carrying out the critical

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- functions of developing, evaluating, and advocating the Department's statewide legislative program to further the Department's mission and goals. Monitors all State legislation and relevant state budget activities, and advises the Deputy Commissioner/Legislative Director and Executive Staff regarding potential impacts. Consults with and discusses advocacy strategies with the Deputy Commissioner/Legislative Director and Executive Staff for dealing with legislation which, as written, poses policy, fiscal, budgetary, and/or procedural difficulties for the Department, and makes recommendations of amendments, as necessary. Recommends department positions on bills and legislative issues, helps prepare policy-related Budget Change Proposals in partnership with ALSB/Budgets Office for the Deputy Commissioner/Legislative Director's approval and submission to Department of Finance, and keeps the Deputy Commissioner/Legislative Director apprised of important legislative developments as they occur. Communicates with various Departmental branches, especially the Office of the Special Counsel, regarding the National Association of Insurance Commissioners (NAIC) and any pertinent activities that necessitate action, including sponsored legislation to codify NAIC model acts and laws.
- 25% Independently staffs the most complex and comprehensive legislation necessary to further the Department's mission and goals. Reviews bill analyses prepared by Departmental staff for thoroughness and ensures the Department's perspectives have been presented clearly and accurately. Briefs Deputy Commissioner/Legislative Director on program bill analyses to support recommended Department's position on bills. Handles miscellaneous legislative matters where greater sensitivity, more in-depth knowledge, or complex tasks are required.
- 20% Plans, coordinates, and directs the day-to-day activities of the Legislative Office staff. Reviews and approves technical work products of staff which includes drafting of legislation, amendments, bill analyses, position letters, and other background information, establishes and monitors proper adherence to policies and procedures for bill tracking and analyses, program implementation and legislative inquiries, reviews and approves written communication to legislative offices, industry representatives and other interested parties on a variety of legislative matters affecting the Department, insurers, and consumers, manages the Legislative Office budget and oversees coordination and approval of purchases and expenditures, prepares employee performance evaluations, and ensures adequate training opportunities and development of staff. Takes active role coordinating with and communicating with various branches including, but not limited to, the Communications and Press Relations Branch, the Community Relations and Outreach Branch (including the Office of the Ombudsman), and the Consumer Services and Market Conduct Branch.
- 15% Develops and maintains cooperative relationships with Department staff at all levels, legislative staff, insurance industry representatives, consumer advocates, and other private and public sector groups involved in the legislative process to gain the support, recognition, and confidence to effectively coordinate and advise on a wide range of Department-related legislative issues. Represents the Department with bill authors (e. g. legislators), other legislators, and legislative staff on policy and technical issues to ensure Departmental concerns on proposed legislation and budget proposals are understood, negotiates on behalf of the Department regarding requested bill

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amendments to accommodate Departmental concerns, and discusses the Department's position regarding specific legislation. Participates in meetings with legislators, legislative staff, special interest groups, and other entities as necessary to explain proposed legislation or amendments. Represents the Department at seminars and conferences organized by U.S. Congress, the State Legislature, the NAIC, insurance industry, consumer groups, and other related organizations and associations regarding current or proposed legislation. Acts as a witness at legislative hearings and provides testimony before legislative committees. Provides policy and technical assistance to the Governor's Office and Governor's Administration regarding enrolled Department-sponsored bills and other legislation being considered for the Governor's signature.

- 5% Develops and implements the strategies, goals and policies, to ensure the Legislative Office program objectives are achieved efficiently, effectively and accurately. Provides leadership in the formulation, implementation, and evaluation of the Legislative Office objectives and work plans. Oversees the development of in-house training on legislative bill analysis and the legislative process.

**MARGINAL FUNCTIONS**

- 5% Miscellaneous tasks identified on an ad hoc basis including, but not limited to, special policy projects as directed by the Insurance Commissioner and Deputy Commissioner/Legislative Director.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- Work in a high-rise office building in an open space environment (e.g. artificial lighting, controlled temperature).
- Appropriate dress for the office environment and occasional interactions with the Governor's Office, Department of Finance, State Legislature, regulated entities, and consumer group representatives.
- Requires ability to effectively handle stress and deadlines in a fast-paced legislative work environment.
- Daily use of computer keyboard, mouse, camera for virtual meetings, office equipment, telephone, and related software applications at a work station.
- Telework may be available for this position.
- Lift, carry, or otherwise transport documents to meetings and other public appearances.

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**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.)

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Employee Signature

Date

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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.**

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Supervisor Signature

Date

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Printed Name