

Classification Title: CEA A	Branch/Division/Bureau: Climate and Sustainability Branch
Working Title: Insurance Model Advisor	Office/Unit/Section/Geographic Location: Sacramento
Position Number (13 Digit): 413-129-7500-001	Conflict of Interest Position: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
Employee Name:	Effective Date:

BASIC FUNCTION: Under the general direction of the Deputy Commissioner, Climate and Sustainability (C&S) Branch of the California Department of Insurance (CDI), the CEA A will serve as the Insurance Model Advisor by taking a lead role in the development of guidelines, policy alternatives, and processes used by the department in relation to wildfire and preliminary catastrophe model review, and will manage and oversee the department’s preliminary model review process. The incumbent will collect and analyze information, develop strategies, collaborate with state and national experts on regional wildfire risks, and make specific proposals to the Deputy Commissioner and Executive Operations Branch.

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% Manage and oversee the department’s preliminary model review process by initiating and concluding the preliminary model review, engaging with experts and public stakeholders, leading and organizing meetings to discuss technical and policy questions, and assessing information related to wildfire and flooding models to better understand the systems and approaches that are most commonly used in catastrophe models. Review and evaluate the quality of wildfire test cases over time and the development of standards, guidance, and policy strategies related to the role of risk models in risk assessment, risk reduction, and insurance availability.

- 20% Collect and analyze information, develop strategies, collaborate with state and national experts on regional wildfire risks, and make specific proposals to the Deputy Commissioner and Executive Operations Branch. Analyze information related to climate change as it relates to catastrophe modeling, meet with various stakeholders (e.g. California Natural Resources Agency, California Public Utilities Commission,

ESSENTIAL FUNCTIONS DUTY STATEMENTHRM-025

Federal Emergency Management Agency, and working groups) to implement the department's preliminary model review policies and processes.

- 20% Serve as the chief policy decision maker on wildfire risk models; evaluate policy options and make final policy recommendations to the Deputy Commissioner and Executive Operations Branch. Develop strategies to understand and mitigate climate risks such as property loss related to catastrophic events such as wildfire, flood, and other climate risks. Evaluate climate risk reduction policy alternatives, and develop and implement policies with the goal of better protecting consumers from climate risks. Provide risk assessment recommendations and develop new policies related to climate change that are in the best interest of California consumers.
- 20% Collaborate with experts on the engineering, actuarial and meteorological elements to perform data reconciliation and assess quality. Lead analyses, create policy guidelines, and manage the implementation of the Pre-application Required Information Determination (PRID) procedure. Manage stakeholder input related to the PRID procedure and expeditiously make related decisions and determinations in collaboration with the department's legal branch including but not limited to making determinations and rulings, and issuing notices or other communications to administer the PRID process.
- 10% Conduct policy research and review information that utilizes a suite of data analysis tools including mapping tools, such as ArcGIS, and other relevant analytics platforms. Plan, design, and implement complex data processing steps and/or custom data analyses that support the department's objectives.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Work in a high-rise office building in an open space environment (e.g., artificial lighting, controlled temperature).
- Daily use of computer keyboard, mouse, camera for virtual meetings, standard office equipment, telephone, and related software applications at a workstation.
- May be eligible for telework in accordance with CDI's Telework policy.

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