

Classification Title: STAFF SERVICES MANAGER I	Branch/Division/Bureau: POLICY & LEGISLATION BRANCH
Working Title:	Office/Unit/Section/Geographic Location: ///SACRAMENTO (300)
Position Number (13 Digit): 413-115-4800-007	Conflict of Interest Position: YES
Employee Name:	Effective Date:

BASIC FUNCTION:

Under the general direction of the Chief Deputy Legislative Director (Staff Services Manager III) and the guidance of the Senior Deputy Commissioner/Legislative Director (Exempt), the SSM I will serve in a non-supervisory role as a legislative expert on highly complex, sensitive, and crucial matters related to the administration of the Department of Insurance's legislative program. The incumbent is expected to exercise a high level of initiative, self-motivation, and independence; communicate effectively (orally and in writing) with both external and internal sources; and appropriately represent the Department to governmental entities, political bodies, consumer groups, and other interested parties.

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 and negotiate resolutions to complex insurance related legislative proposals that have an impact on the Department; engage in complex research and policy analysis of legislation having an impact on the Department, consumers, and the insurance industry; advise and make recommendations to the Chief Deputy Legislative Director and Deputy Commissioner/Legislative Director on the potential impact of analyzed insurance related legislation; and, respond to telephone and written inquiries from the Governor's Administration and legislative staff on a variety of matters related to legislative inquiries and the business of insurance.
- 25% Review and analyze insurance-related legislative bills, as specified and directed, that impact the Department; develop and communicate the Department's position through bill analysis, bill amendments, letters, and discussions with legislative offices and other state agencies; draft bill language and subsequent amendments and write position letters and other background information pertaining to legislation; track pending insurance-related legislation and review analyses submitted by Department staff;

ESSENTIAL FUNCTIONS DUTY STATEMENTHRM-025

monitor legislative hearings and the progress of Department-sponsored bills and introduced bills through the Legislature; and, inform and involve appropriate Department policy, program, executive management, and legal staff as bills are amended to ensure that analyses accurately reflect the provisions of the bills and their resulting impact on the Department, consumers, and the insurance industry.

- 15% With input from executive management staff and as directed by the Chief Deputy Legislative Director and Deputy Commissioner/Legislative Director, develop complex and comprehensive legislation necessary to further the mission and goals of the Department; recommend authors for CDI-sponsored legislation; review bill analyses prepared by various Department staff to ensure that the Department's perspectives have been presented clearly and accurately; consolidate all internal/external input for submission to the Chief Deputy Legislative Director and Deputy Commissioner/Legislative Director; and, handle miscellaneous legislative matters where greater sensitivity and/or more in-depth knowledge is required.
- 15% As directed by the Deputy Commissioner/Legislative Director, represent the Department before the Legislature on insurance-related policy and technical issues, while ensuring that Department concerns on proposed legislation are understood by authors, sponsors, committee members, and legislative staff; prepare testimony for the Deputy Commissioner/Legislative Director for presentation before legislative committees and provide back-up support to testifying before committees; participate in meetings with legislators, legislative staff, stakeholders, and other entities, as necessary, to explain proposed/amended insurance-related legislation; negotiate on behalf of the Department regarding requested bill amendments to accommodate the Department's concerns and discuss the Department's position regarding specific legislation to interested parties; and, prepare recommendations for the Governor's Office on enrolled bills being considered for the Governor's signature.
- 10% Prepare documents for and in response to inquiries/requests from consumer and insurance stakeholder groups, among others.

MARGINAL FUNCTIONS

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

WORK ENVIRONMENT OR PHYSICAL ABILITIES

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

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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.)

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