

ESSENTIAL FUNCTIONS DUTY STATEMENT

HRM-025

Classification Title: C.E.A.	Branch/Division/Bureau: POLICY & LEGISLATION BRANCH
Working Title: Chief Health Actuary, CEA B	Office/Unit/Section/Geographic Location: Health Actuarial Office/Health Policy & Reform/LOS ANGELES
Position Number (13 Digit): 413-352-7500-001	Conflict of Interest Position: YES
Employee Name:	Effective Date:

BASIC FUNCTION:

Under general direction of the Deputy Commissioner, Legislative Director, the Chief Health Actuary is responsible for formulating health actuarial policy for the Branch. The Chief Health Actuary formulates actuarial policy for the Department, performs highly skilled actuarial analysis, and supervises the work of the health actuarial staff including new duties that may be required for California Department of Insurance (CDI) to implement the Patient Protection and Affordable Care Act (PPACA) and state health reform laws. Routine travel is required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel may include overnight stay.

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

- 35% Recruits, directs, and monitors the work of the health actuarial staff, particularly with respect to the review of proposed health insurance rate filings. Meets with insurance company leadership and technical experts as necessary to negotiate and resolve differences that arise during rate review.
- 30% Provides policy and technical analysis and assistance to the Commissioner and senior staff, including in particular the Deputy Commissioner, Health Policy and Reform. Assistance including on issues related to the implementation of PPACA - including medical loss ratio requirements, reinsurance programs, risk adjustment programs and policies of the California Health Benefit Exchange.

ESSENTIAL FUNCTIONS DUTY STATEMENT

HRM-025

- 15% Participates and represents the Commissioner on committees, subcommittees, task forces and working groups of the National Association of Insurance Commissioners (NAIC); provide support for the development of model laws and regulations by the NAIC and subsequently for the development of legislation and regulations by the Department.
- 15% Reviews proposed legislation and comments on its beneficial and/or adverse impact on the insurance consumer and on the insurance industry; and comment on the labor and dollar cost to the Department.

MARGINAL FUNCTIONS

- 5% Issues periodic memoranda or notices to insurance companies regarding actuarial matters to communicate the Department's position and/or requirements regarding certain actuarial issues.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- 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.
- Incumbent must be able to work in a high-rise building;
- Occasional travel may be required within the state of California via private or public transportation i.e., automobile, airplane, etc.

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