

**ESSENTIAL FUNCTIONS DUTY STATEMENT**

HRM-025

<b>Classification Title:</b> ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	<b>Branch/Division/Bureau:</b> CLIMATE & SUSTAINABILITY BRANCH
<b>Working Title:</b> Climate and Sustainability Program Coordinator	<b>Office/Unit/Section/Geographic Location:</b> ///SACRAMENTO (300)
<b>Position Number (13 Digit):</b> 413-129-5393 001	<b>Conflict of Interest Position:</b> YES
<b>Employee Name:</b>	<b>Effective Date:</b>

**BASIC FUNCTION:**

Under the supervision of the Deputy Commissioner for the Climate & Sustainability Branch, the Climate and Sustainability Program Coordinator performs analytical and technical services related to Climate and Sustainability Branch projects. The incumbent is responsible for duties in support of the California Department of Insurance (CDI) activities related to Insurance Commissioner's Initiatives for sustainable insurance and resilience, including coordination among risk assessment, sustainable insurance, and risk mitigation projects and other climate-focused analyses, reports, and databases. The Climate and Sustainability Program Coordinator will assess complex information, coordinate with other teams within the Department, and make recommendations to the Deputy Commissioner. 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\***

35%

Independently manages special projects and coordinates implementation of key initiatives among internal colleagues, including with the Data Analytics Reporting (DAR) Division, consultants, and NAIC staff. Coordination roles include managing timelines, assembling collaborators, overseeing implementation of contracts, communicating information to stakeholders and the public, executing public meetings

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and creating power point presentations for meetings with stakeholders and staff. Presents the results of projects and surveys, making recommendations to the management team as well as insurance sector stakeholders and climate finance policy groups.

- 30% Develop, maintain and review various related reports to make recommendations and presentations to Executive staff ensuring the responsible utilization of all available resources, and ensuring Department compliance with mandated reporting requirements. Independently exercise substantial responsibility for reviewing and updating key datasets and online insurance analytical tools, including the development and updating of publicly available databases.
- 20% Completes complex and highly sensitive assignments for the Deputy Commissioner, Division Chiefs, and Special Assistant. Gather, research, and analyze relevant information and data received from partner organizations and stakeholders, and climate risk disclosures to assess policy options, and use the information to produce frequent internal and external memos and summaries. This includes analysis of legislation, and analysis of research reports published by international and national research organizations. Review and finalize documents that meet current accessibility standards, including the ADA accessibility standards of the Americans with Disabilities Act.
- 10% Assist the Deputy Commissioner with duties that may include administrative tasks related to communicating with stakeholders, recruiting, preparing draft and final materials for meetings and posting to the CDI website, scheduling meetings and calendars. Ensures deadlines are met, managing the Deputy Commissioner's timely response to executive related schedule, travel, and requests from stakeholders. This work includes coordination of intra-departmental groups, inter-agency task forces, and regulatory processes related to wildfire and other climate perils.

**MARGINAL FUNCTIONS**

- 5% Records and analyzes stakeholder input related to sensitive meetings and hearings.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- Work in a high-rise office building;
- Move up to 10 lbs. if necessary, maybe during travel;
- 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;
- Occasional travel may be required within the State of California via private or public

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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.)

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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