

ESSENTIAL FUNCTIONS DUTY STATEMENT

HRM-025

Classification Title: ATTORNEY	Branch/Division/Bureau: LEGAL BRANCH / REGULATORY & LEGAL SERVICES DIVISION / POLICY REGULATION AND APPROVAL BUREAU II
Working Title: Attorney I	Office/Unit/Section/Geographic Location: Sacramento/Health Policy Approval Bureau/Regulatory & Legal Services/SACRAMENTO (300)
Position Number (13 Digit): 413-111-5778-005	Conflict of Interest Position: YES
Employee Name:	Effective Date:

BASIC FUNCTION:

Under the supervision or general direction of the Health Policy Approval Bureau (HPAB) Assistant Chief Counsel, the Attorney I will work independently and in a team environment performing legal work and providing formal, informal, oral, and written legal advice to the Assistant Chief Counsel for HPAB and for Vehicle Service Contract and Motor Club Service Contract Intakes. The Attorney I will develop legal expertise on a variety of issues pertaining to the implementation of insurance law in the areas of health insurance, vehicle service contracts and motor club service contracts. The incumbent reviews and analyzes insurance policy forms, health insurance company reporting, contracts, and related documents for compliance with statutory and regulatory standards; interprets legislation, statutes, and regulations pertaining to various types of insurance policies and non-insurance contracts; responds to inquiries from the public, insurance industry, legislators and other California Department of Insurance (CDI) personnel; completes special projects/assignments, and makes recommendations to the Assistant Chief Counsel. In addition, the incumbent assists the Assistant Chief Counsel in matters that require review and interpretation of policy filings and non-insurance contracts and maintaining guidelines for such review, considering past Department practices, law, and experience. Occasional 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.

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- 35% Review and analyze a caseload of insurance policy form filings and insurance company reporting applying both state and federal law; review and analyze non-insurance vehicle services contracts and motor club service contracts applying state law; make recommendations to approve or disapprove reviewed forms, reports, documents and contracts; respond to questions or status inquiries from insurers, licensees, actuaries, Department staff, and the public regarding the manner in which insurance and non-insurance contract language is implemented. Take initial action and follow-up on items assigned within the required timeframes.
- 25% Perform a wide variety of legal work related to the review, regulation, and oversight of insurance companies, vehicle service contract providers, and motor clubs. Research, interpret, and apply laws, court decisions, and other legal authority in matters that relate to disability and health insurance, vehicle service contracts, and motor club service contracts that are within the Department's regulatory authority.
- 15% Perform legal research on insurance regulatory issues and requirements assigned by the Assistant Chief Counsel; analyze issues and provide legal opinions and legal advice to assist the Insurance Commissioner, General Counsel, Department Units as required. Prepare legal opinions within required timeframes.
- 15% Draft and analyze proposed legislation, regulations, and supporting documents. Participate in rulemaking proceedings for the adoption of regulations pertaining to Department's authority and oversight. Provide legal advice to other Department units regarding proposed legislation and regulations.

MARGINAL FUNCTIONS

- 5% Respond to inquiries from the public.
- 5% Develop and deliver training to Bureau, Branch and Department staff as needed.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

Work Environment:

- Work in a high-rise office building
- Eligible for telework in accordance with CDIs Telework policy. 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.

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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