

# DUTY STATEMENT

CEA 066 (Rev. 01/2026)

Instructions: Complete each section of the form. If the item is not applicable to the position, enter N/A.

CURRENT

DEPARTMENT:

Legal and Compliance

|  |  |   |                             |                                  |  |
|--|--|---|-----------------------------|----------------------------------|--|
| CIVIL SERVICE CLASSIFICATION TITLE:<br>Assistant Chief Counsel   |  | BARGAINING UNIT:<br>M02   | TENURE:<br>Permanent        | TIME BASE:<br>Full-Time          | INTERMITTENT HOURS PER MONTH:<br>NA  |
| POSITION NUMBER:<br>341-400-5871-901   |  |   | CURRENT DATE:<br>01/29/2026 |                                  |  |
| DESIGNATED POSITION FOR CONFLICT OF INTEREST:<br><input type="checkbox"/> NO <input checked="" type="checkbox"/> YES |  | BILINGUAL POSITION:<br><input checked="" type="checkbox"/> NO <input type="checkbox"/> YES Approval Date: |                             | FOR HUMAN RESOURCES USE ONLY     |  |
|  |  |   |                             | APPROVED BY:<br>Danielle Dammann | DATE:<br>Digitally signed by Danielle Dammann<br>Date: 2026.02.04 15:42:23 -0800 |

**VISION, MISSION, AND VALUES STATEMENT**

The California Earthquake Authority (CEA) is a not-for-profit entity that is privately funded and publicly managed and anchors the California market for residential earthquake insurance. The CEA is the nation's largest provider of residential earthquake insurance, issuing the clear majority of residential earthquake insurance policies in California. CEA earthquake insurance policies are sold and administered solely by California insurance companies that have joined the CEA, known as "participating insurers." While privately financed (through policyholder insurance premiums and participating insurer capital contributions), the CEA's earthquake insurance business is publicly managed by a Governing Board consisting of the State of California's Governor, Treasurer, and Insurance Commissioner, and two ex officio members appointed by leaders in the Legislature. The CEA operates outside the state budget and receives no funding from the State of California, and thus is not subject to a number of governmental reporting and regulatory requirements that might apply to state agencies, but the CEA is permitted to employ civil servants. In addition to the operation of a residential earthquake insurance business, the CEA also acts as the Administrator of the \$21 billion California Wildfire Fund, which is an insurance fund created by the Legislature to insure California's three largest investor-owned electric utility companies against liabilities arising from catastrophic wildfires.

**Core Values at the CEA:** All CEA Employees are expected to adhere to the following core values:

- **Excellence and Integrity** - We provide excellent service to our policyholders to help them understand and mitigate their exposure to earthquake damage, while operating with uncompromising honesty and integrity
- **Collaboration and Respect** - We engage with all stakeholders (policyholders, participating insurers, policymakers, the public and our workforce) with a spirit of teamwork and a commitment to diversity and inclusion.
- **Perseverance and Innovation** - We operate with an intense focus on organizational resilience to ensure we are ready to meet the challenge of the next damaging earthquake. We constantly improve our readiness by applying creative and innovative approaches to meet the needs of our policyholders and participating insurers.

**POSITION SUMMARY**

Briefly (1-3 sentences) describe the main purpose and function of the position, reporting relationships and the organizational settings:

Under the general direction of the General Counsel (GC), the Assistant Chief Counsel (ACC) manages and directs a major legal section within the California Earthquake Authority (CEA), including attorneys, legal support staff, and outside counsel providing specialized legal services. The ACC supervises and advises staff on a broad range of legal matters, including regulatory analysis, privacy, contracts, litigation, and legislative engagement, and develops legal and policy options for the GC, Legal & Compliance Office, and the Office of the Chief Executive Officer (CEO). The incumbent oversees the preparation and review of briefs, bulletins, Participating Insurer bulletins and other communications, and legal opinions, ensuring all work products are accurate, timely, and compliant with applicable laws. Acts as CEA's subject matter expert on legislative matters, advising staff on technical and policy aspects of proposed and pending legislation, and represents the CEA before boards, agencies, legislative committees, and courts as needed. Provides nonpartisan, objective legal guidance in a high-pressure political environment, assists the GC in administrative and operational management, and serves as backup to the GC as required.

**WORKING CONDITIONS**

This position requires the incumbent to communicate effectively orally and in writing, with or without reasonable accommodation, with the public, government officials, and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; adhere to CEA policies and procedures regarding attendance, leave, and conduct and promote awareness of the Bagley-Keene Act, Conflicts of Interest Code, anti-trust laws, and other compliance related laws and regulations applicable to the CEA.

*Additional working conditions applicable to this position (e.g., travel, work schedule hours, etc.)*

**SPECIAL REQUIREMENT:** Active membership in the State Bar of California.

May be required for off-site training, meetings, and/or projects up to 15%, inside or outside of California and possibly outside of the United States, including extended overnight travel.

## DUTY STATEMENT

CEA 066 (Rev. 01/2026)

Instructions: Complete each section of the form. If the item is not applicable to the position, enter N/A.

CURRENT

### ESSENTIAL PHYSICAL CHARACTERISTICS

Daily access to and use of a personal computer, photocopier, fax machine, telephone and other office related equipment is essential. Movement is consistent with office work and requires the incumbent to frequently remain in a stationary position. The incumbent must occasionally move equipment weighing up to 15 pounds. When dictated by workload and systems maintenance, the incumbent may work a varying work schedule and be on-call during non-normal business hours. Note: Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### ESSENTIAL & NON-ESSENTIAL FUNCTIONS

Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage.  
(Use additional sheet if necessary)

PERCENTAGE OF TIME  
PERFORMING DUTIES

#### **Essential Functions**

- 35% Serves as a public policy and legislative advisor to the GC on assigned subject areas for CEA. Plans, organizes, and oversees the review of legislative bill analyses, proposed regulations, and the promulgation of rules and policies impacting CEA. Working with the CEA's Legislative Director, maintains expertise and situational awareness of legislative developments and policy issues that affect the CEA. Collaborates with legislative authors, staff, and external stakeholders to identify, analyze, and resolve policy and technical issues in proposed legislation. Advises and supports CEA legislative staff on complex legal and policy matters, develops strategic approaches, and negotiates amendments or alternative solutions to mitigate immediate and long-term impacts. Conducts research and consults with executive leadership and CEA staff to formulate CEA's position on legislation, regulatory matters, and policy issues with significant fiscal implications. Advises CEO, board, and executives on legal legislative risk and strategy. Anticipates legal issues and ramifications. Provides guidance on novel or complex legal and policy issues under tight legislative deadlines and assists in the development, sponsorship, and staffing of legislation supported or initiated by the GC and CEO.
- 30% Leads the legal aspects of CEA's Privacy Program by providing enterprise-wide oversight, developing and implementing privacy policies, and working with CEA's InfoSec Unit managing all aspects of data protection and regulatory compliance to safeguard confidential and sensitive personal information. Advises executive leadership, stakeholders, and program areas on privacy-related issues, and ensures privacy-by-design principles are integrated across systems, processes, and technologies. Oversees the the legal aspects of CEA's privacy incident response, including cross-functional coordination, regulatory notifications, containment, remediation, and post-incident reviews. Supports secure handling of personal information, mitigates compliance risks, and ensures continuous improvement of privacy practices across the organization. Sets scope for outside Privacy Counsel and defines clear roles delegated duties with outside counsel. Conducts Privacy investigations and consults with Privacy subject matter experts on privacy matters.
- 15% Plans, directs, manages, and oversees the day-to-day operations and legal work of all Legal and Compliance counsel and legal staff, including the supervision and coordination of in-house attorneys and the management of outside counsel local, national, and international law firms retained to provide highly specialized legal services necessary for the prudent and effective operation of the CEA. Oversees and directs legal advice across key practice areas, including insurance law (regulation, contracting, and claims), government and regulatory law, legislation, privacy, and litigation, while ensuring the Legal Department operates within approved budget allocations. Develops and implements departmental goals, work plans, and training strategies, and performs full supervisory responsibilities, including performance evaluations, coaching and corrective action, progressive discipline, attendance and leave management, and staff development to ensure high performance and compliance with organizational standards.
- 10% Acts on behalf of the GC and CEO as the primary point of contact and strategic advisor on legislative policy related to enacted, pending, and proposed legislative mandates and proposals. Assists the GC in the development and implementation of strategic policy, procedural, and operational initiatives. Provides legal advice and counsel to the CEO, GC, and the Office of the Chief Executive Officer; conducts legal research; and prepares, reviews, and analyzes legal briefs, service agreements, licensing agreements, amendments, renewals, correspondence, and memorandum. Supports the GC in determining and implementing policies related to legal, legislative, and procedural matters. Evaluates and proposes policy amendments based on the immediate and long-term operational, legal, and fiscal impacts to the CEA. Coordinates with all CEA departments on legal matters, provide legal consultation and provide legal advice. Flags legal issues requiring GC, CEO, or board review and escalation.

**DUTY STATEMENT**

CEA 066 (Rev. 01/2026)

Instructions: Complete each section of the form. If the item is not applicable to the position, enter N/A.

CURRENT

10% Provides oversight and direction for the development of policy addressing all legal issues within CEA. Performs, oversees, and is accountable for the drafting, review, and approval of CEA bulletins and circulars, policyholder communications, and formal legal opinions to ensure legal sufficiency, regulatory compliance, and alignment with organizational objectives.

**Non-Essential Functions**

**TOTAL** 100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

EMPLOYEE'S NAME:

EMPLOYEE'S SIGNATURE:

DATE:

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

SUPERVISOR'S NAME:

SUPERVISOR'S SIGNATURE:

DATE:

## DUTY STATEMENT

CEA 066 (Rev. 01/2026)

Instructions: Complete each section of the form. If the item is not applicable to the position, enter N/A.

### INSTRUCTIONS FOR COMPLETING THE CEA 066

**CURRENT/PROPOSED:** Select the appropriate option to indicate whether the duty statement is current or proposed.

**DEPARTMENT:** Provide the name of the department.

**CIVIL SERVICE CLASSIFICATION TITLE:** Select the official civil service classification title of the position from the list. If the classification is not listed, select "Other" and manually enter the civil service classification title.

**BARGAINING UNIT:** This is the three-character code assigned to each job classification designating if a classification is rank and file (R), managerial (M), supervisory (S), confidential (C), excluded (E), exempt (E), or unassigned (U); as well as the bargaining unit number to which the classification is assigned (e.g., R04, S01).

**TENURE:** Select the appropriate tenure of the position (i.e., Permanent, Limited-Term, Temporary) from the list.

**TIME BASE:** Select the appropriate time base for the position (i.e., Full-Time, Part-Time, Intermittent) from the list.

**INTERMITTENT HOURS PER MONTH:** Provide the number of hours per month approved for the intermittent position.

**POSITION NUMBER:** Enter "341", followed by the three-digit department code (e.g., 100), four-digit civil service classification code (e.g., 1139), and three-digit serial number (e.g., 901). The position number shall be entered with no spaces or hyphens; the hyphens will automatically populate upon exiting the field.

**CURRENT DATE:** Enter the date the CEA 066 is being prepared for submission to Human Resources.

**DESIGNATED POSITION FOR CONFLICT OF INTEREST:** Refer to Human Resources and check the appropriate box to indicate whether or not the position is designated for Conflict of Interest.

**BILINGUAL POSITION:** Refer to Human Resources and check the appropriate box to indicate whether or not the position is designated bilingual.

**APPROVED BY and DATE:** These fields are for Human Resources use only.

**POSITION SUMMARY:** Complete the fields shaded in yellow by entering the proper level of supervision received, the civil service classification to which the position reports, the position's function in general terms, and the position's work unit/section/office in the field entry box displayed [e.g., Under the general supervision of the Office Services Supervisor I (Typing), the Office Assistant (Typing) is responsible for uniformed timekeeping, collision reports, arrest reports, and general clerical support for the Modesto Area].

**WORKING CONDITIONS:** Complete the field with additional working conditions that apply to this position. If field is not applicable add N/A.

**POSITION FUNCTIONS:** A complete and up-to-date description of the duties assigned to the position shall be written in clear, concise language. Abbreviations and acronyms shall be spelled out initially. Obscure or vague expressions or terms, such as process, analyze, maintain, coordinate, or monitor, shall be either avoided or explained. The duties shall be compatible with the classification specification and labor agreements. The time spent performing each duty shall be indicated by a percentage and listed in descending order. Essential and nonessential functions combined shall total 100 percent. The duties of the position should be reviewed annually for accuracy. If changes are needed, current and proposed versions shall be submitted to Human Resources for review and approval.

**ESSENTIAL FUNCTIONS:** Describe the primary functions of the position. Essential functions are the primary reason the position exists. The incumbent must be capable of performing the duties with or without reasonable accommodation. Group related tasks under the same percentage. No one essential function should be more than 55 percent.

**MARGINAL FUNCTIONS:** Describe the marginal duties of the position. These duties may or may not need to be performed on a daily basis. Removal of these duties will not alter the duties of the position. Marginal functions can be lessened or removed for accommodation requests. Nonessential functions cannot exceed 10 percent total, or 5 percent per duty.

**NOTE:** The duty statement is not valid until approved by HR.