

DUTY STATEMENT

CEA 066 (Rev. 04/2026)

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: C.E.A. Level C		BARGAINING UNIT:	TENURE: C	TIME BASE: Full-Time	INTERMITTENT HOURS PER MONTH: NA
POSITION NUMBER: 341-400-7500-903		CURRENT DATE: 04/10/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	BILINGUAL POSITION: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	Approval Date:		FOR HUMAN RESOURCES USE ONLY	
				APPROVED BY: Danielle Dammann	DATE: <small>Digitally signed by Danielle Dammann Date: 2026.04.10 14:57:48 -0700</small>

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:

- **Commitment** - We aim high, give our best every day, and put our mission at the heart of everything we do.
- **Integrity** - We are honest and ethical, and we take responsibility for our actions.
- **Respect** - We work as one team and value every voice.

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 Chief Executive Officer (CEO), the incumbent serves as CEA's General Counsel (GC) and provides governance, compliance, and legal advisory support to three public bodies—the CEA Governing Board, the CEA Advisory Panel, and the California Catastrophe Response Council (CCRC)—in connection with the CEA's administration of the California Wildfire Fund (CWF). The incumbent oversees all legal operations for CEA, ensuring the accurate, efficient, and effective delivery of legal services, including work performed by in-house attorneys, paralegals, and external law firms.

The role also serves as CEA's lead subject matter expert on legal obligations related to its responsibilities as CWF Administrator and directs the legal services supporting CEA's residential earthquake insurance business. Additionally, the incumbent manages the Enterprise Compliance Manager and analytical staff responsible for EEO functions, the Disability Advisory Committee, enterprise compliance, procurement program, and legal project management, and public body governance.

This role must possess the highest degree of independence and initiative, and the incumbent will be involved in the most difficult and complex legal work, litigation support, and agency decision-making in areas that include innovative theories of law.

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: The position requires active membership in The State Bar of California.

WORK SCHEDULE/HOURS: Monday through Friday, 40 hours per week. Incumbent will report to the office up to two days a week (may be more, depending on business needs).

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

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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

25% INTERNAL LEGAL EXECUTIVE-LEVEL ADVICE AND CONSULTATION:

Provides high-level legal counsel and policy guidance both in written and oral communications to the CEO, Executive staff, CEA staff, consultants, and management on all internal and external legal matters. Legal guidance and advice includes drafting and editing, negotiations, and assisting CEA Executive staff with complex or sensitive contracting, procurement, privacy, insurance, legislative, conflicts of interest, Public Records Act requests, operational, governance, funding, and other issues. Provides sound advice that takes into account applicable legal, political, and practical matters. Represents the CEA in negotiations involving the foregoing issues and prepares more complex or sensitive agreements/contracts that comport with all applicable laws, CEA policies and procedures, and negotiated terms, as applicable.

Oversees and directs all legal services supporting CEA operations and policies, including finance, insurance policy development and administration, claims, reinsurance and risk-transfer programs, CWF administration, non-insurance program activities (such as earthquake loss mitigation), negotiations, employment legal matters, marketing, and public and policyholder education. Offers expert consultation and interpretation of legal issues impacting CEA programs and fiduciary principles.

Prepares and interprets or assists in the preparation and interpretation of legal documents for the CEA's programs. Develops and reviews complex contracts for compliance with law, policy, and reasonable judgment.

20% CEA OVERSIGHT COMMITTEES LEGAL ADVICE AND CONSULTATION:

Provides legal advice, consultation, interpretation and policy direction to the CEA Governing Board, CEA Advisory Panel, CCRC, and to their respective members, the majority of whom are public elected officials or appointees (e.g., the Governor, the Treasurer, the Insurance Commissioner, the Chair of the Senate Rules Committee, and the Speaker of the Assembly, among others). Directly participates on advising the members of these public bodies on all legal matters, including litigation, contracting (including personal-services contracts for CEA executives and senior leaders), the issuance of revenue bonds and entry into capital markets contracts (in excess of \$500 million), and reinsurance and risk-transfer contracting in the global reinsurance markets (acquiring coverages of approximately \$10 billion per year with associated reinsurance premiums of approximately \$500 million per year).

Provides representation for CEA in highly complex, difficult, or sensitive matters throughout the employee discipline process in compliance with applicable Labor Contracts in front of SPB Administrative Hearings. Consults and provides legal advice and direction to Human Resources staff on complex employment matters.

Reviews and advises CEA staff on the legal impacts of various memoranda of understanding and agreements related to employment, wages, or employee rights, and supports CEA compliance with such requirements.

Performs a variety of complex legal support services including research and analysis, written and oral legal advice on laws, regulations, rules, court decisions, and administrative actions that impact the implementation and operation of CEA's insurance, reinsurance, and CWF programs.

20% CALIFORNIA WILDFIRE FUND ADMINISTRATION LEGAL ADVICE AND CONSULTATION:

Provides legal advice and policy direction to the CEO, CFO, Chief Risk & Actuarial Officer, Chief Insurance & Claims Officer, and members of the CCRC with regard to CEA's role as Administrator of the CWF, including advice on the proper interpretation and application of CWF enabling legislation (AB 1052 and AB 111 - Holden 2019), insurance coverage documentation for the covered investor-owned utility companies (IOUs), the

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promulgation and maintenance of Wildfire Claims Administration Procedures, monitoring of IOU Catastrophic Wildfire Proceedings before the California Public Utilities Commission, coordination and legal oversight of the collection of non-bypassable charges by the Department of Water Resources for the benefit of CWF, and legislative policy and reporting requirements.

Collaborates with other public agencies and departments, private entities, lobbyists, legislators, lawmakers, Board members, claimants, consultants, employees and individuals on behalf of the CEA and in alignment with all laws and other requirements to effectively represent the CEA on CWF legal matters.

15% MANAGEMENT:

Manages, directs, and provides the highest level of legal advice, oversight, and mentorship for all in-house counsel and paralegals employed by CEA. Provides management, oversight, and legal direction for outside law firms (local, national and international law firms) retained to provide highly specialized legal disciplines as needed for the prudent operation of CEA. Oversees and directs CEA in-house counsel and paralegals, providing advice in the following areas including but not limited to; insurance law (including insurance regulation, insurance contracting and insurance claims), government and regulatory law, contractual law, legislative affairs (tracking, drafting, revising, advocating), privacy, finance (including government finance and capital markets transactions), intellectual property, employment law, employee benefits matters, taxation law, and litigation. Provides oversight to the Legal & Compliance Department and ensures it operates within its allotted budget for both in-house and outside counsel. Responsible for staff development, including creation of training plans, coaching, mentoring, and performance management activities which include completing timely probation and annual appraisal reports.

Develops, implements, and promotes policies and procedures that ensure a work environment free of harassment and discrimination. Models appropriate workplace behavior and intervenes promptly if inappropriate behavior occurs.

Creates a climate where everyone knows their purpose and their role in achieving mission driven outcomes. Generates excitement, enthusiasm, and commitment in people by translating the organization's mission, vision, and values into terms that are relevant to the work performed. Fosters a culture that promotes employee engagement through regular communication and interaction.

Leads teams in designing and implementing change management strategies and plans. Identifies stakeholders, seeks buy-in, and facilitates collaboration. Fosters mutually beneficial relationships by creating collaborative networks to achieve organizational goals. Authorizes resources for tools to support the organization's mission and strategic goals.

Continually assesses assigned procurement, facilities, and business and contract services programs for risks to ensure the sustainability of critical business processes. Mitigates risk to ensure work products are following information security policy and recommends enhancements as needed.

15% POLICY ADMINISTRATION:

Provides oversight, direction, and is responsible for the development, creation, revision, and interpretation of policy regarding all legal issues within CEA. Ensures continual review of policies to maintain the highest standards that align with emerging trends.

Provides oversight, direction and is responsible for the development of drafting of CEA bulletins (circulars), memorandums, policyholder communications, proposed regulations, and legal opinions. In collaboration with Human Resources, ensures appropriate attention to and enforcement of labor contracts pertaining to CEA employees and consistent enforcement of CEA policies and procedures.

Reviews and assists in development of workplace policies and procedures on a wide variety of topics. Drafts and reviews sensitive or complex documents directed to CEA employees, such as policies, procedures, forms, and manuals to ensure legal compliance and help mitigate legal risks.

Oversees and conducts bill analysis and advises on legislative policy and regulatory matters.

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Non-Essential Functions

5% Represents the CEA at conferences, meetings, and legislative hearings. Performs other related duties as required.

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:

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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.