

**ESSENTIAL FUNCTIONS DUTY STATEMENT**

HRM-025

<b>Classification Title:</b> Actuary	<b>Branch/Division/Bureau:</b> Rate Regulation Branch
<b>Working Title:</b> Casualty Actuary	<b>Office/Unit/Section/Geographic Location:</b> Rate Actuary Office/Los Angeles, Oakland or Sacramento
<b>Position Number (13 Digit):</b> 413-xxx-5436-xxx	<b>Conflict of Interest Position:</b> YES
<b>Employee Name:</b>	<b>Effective Date:</b>

**BASIC FUNCTION:**

Under the direction of the Supervising Actuary, the Actuary works on complex actuarial analysis projects. Specifically, the Casualty Actuary performs a variety of consultative and analytical assignments associated with aspects of Property and Casualty insurance rate regulation. In addition, the Casualty Actuary provides support for assignments requested by or in concert with the Commissioner and other Department branches, as required. Occasional travel may be required within and/or outside the state of California via private or public transportation (e.g., 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 governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Statement of Economic Interest (Form 700), which includes an Assuming Office filing within 30 days of appointment, annual filings, and a Leaving Office filing within 30 days of physical separation. Non-compliance with the Conflict of Interest Code requirements may result in the voiding of appointment, financial penalties, or enforcement actions.

**ESSENTIAL FUNCTIONS**

40% Performs independent reviews of pending rate, PPA class plan, rule, and form (with or without rate impact) applications to determine whether actuarial methodologies have been appropriately applied, and makes recommendations to the Supervising Casualty Actuary for final management decision on those filings.

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- 20% Provides guidance and training on complex ratemaking issues contained within rate filings by interpreting actuarial methodologies, and reviews recommendations of insurance rate analysts on pending rate filings to ensure actuarial methodologies have been appropriately applied. Performs reviews of complex predictive and other models used in the development of rates and in the application of underwriting guidelines. These models include, but are not limited to, GLMs, GAMs, decision trees, ensemble methods, boosting and random forests, neural networks and other machine learning applications, as well as catastrophe models (probabilistic and scoring). Acts as a technical advisor to insurance rate analysts, Bureau Chiefs and the Deputy Commissioner of the Rate Regulation Branch with regard to these complex issues and models. Mentors and trains other members of actuarial staff to aide in their development.
- 10% Stays abreast of all new rules, laws, regulations, methodologies, and guidelines necessary to ensure compliance of work performed. Pursues continuing actuarial education by examination and review of various forms of literature, standards of practices, etc. that cover a wide variety of actuarial topics including but not limited to Loss Development, Premium Trend, Loss Trend, Efficiency Standards, Investment Income Provisions, Catastrophe Adjustment (Modeled and Non-Modeled), Predictive Analytics, and Sequential Analysis (Private Passenger Auto). Uses all information to prepare detailed actuarial and statistical reports and correspondence.
- 10% Provides actuarial assistance as required in the Rate Regulation Branch and within the Department. Assists in the development, testing, and interpretation of regulations for the implementation of Proposition 103 that require the application of actuarial principles. Participates in the public hearing and rulemaking process for proposed regulations and provides expert testimony regarding actuarial principals and methodologies in rating cases. Coordinates with other branches or divisions on issues affecting the Rate Regulation Branch and the implementation of Proposition 103 requirements.
- 10% Participates in special projects as assigned. Reviews loss statistics regularly received from statistical agencies and ratemaking parameters prepared by Rate Regulation Branch staff. Assist in review and analysis of legislative bills. Attend various meetings as required.

**MARGINAL FUNCTIONS**

- 5% Collaborates with Senior Casualty Actuary in one-on-one setting to receive instruction and guidance. Participates in rate filing matter Q&A sessions and discussions with Senior Casualty Actuary to receive training and feedback.
- 5% Participates in the development of procedures, tools and templates to facilitate the review of rate, PPA class plan, rule, and form (with or without rate impact) applications.

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**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- 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
- Ability to work in a high-rise building.

**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