

Classification Title: Attorney IV	Branch/Division/Bureau: Policy and Legislation/ Health Equity and Access Office
Working Title: HEAO Attorney IV	Office/Unit/Section/Geographic Location: ///Sacramento/Oakland
Position Number (13 Digit): 413-118-5780-002	Conflict of Interest Position: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
Employee Name:	Effective Date:

BASIC FUNCTION: Under the general direction of the Assistant Chief Counsel, the Attorney IV is responsible for performing the most difficult, complex, and sensitive legal services for the California Department of Insurance (CDI). Requiring minimal supervision, the Attorney IV independently works as a legal expert to provide legal and policy advice and assistance within a broad range of issues pertaining to the implementation of federal and state health insurance laws.

The Attorney IV is required to take substantial initiative, exercise a considerable amount of discretion, display superior work habits (e.g., organizational skills, accountability, timely completion of assignments), produce the highest quality of legal work, and work both independently and in a team environment.

The Attorney IV exercises broad discretion, acts as a project leader within the Health Equity and Access Office (HEAO), providing training and mentorship to HEAO staff and other units within CDI. The incumbent provides written and oral advice and counsel to Executive Staff and other units/offices within the Department regarding the Department's rights, duties, and authority pertaining to health reform activities, public policy, and current and pending legislation. While advising or representing CDI in meetings with stakeholders, outside Departments, and the federal government, the Attorney IV consistently demonstrates professionalism.

The incumbent engages in legal and policy work relating to health policy, legislation, and policy matters regarding the regulation of health insurance, health access, and health equity at the California Department of Insurance (CDI), and the implementation thereof.

Some travel is required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel will/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

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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

- 20% Performs the more complicated and complex legal research and consults with affected Branches and stakeholders regarding highly sensitive and complex state health regulatory issues; prepares proposed regulations; prepares initial statements of reasons; coordinates development of economic impact analyses with Department economists; prepares notices of public hearings for proposed regulations involving health insurance; consults with the Office of Administrative Law (OAL) regarding regulations; arranges for and holds hearings on proposed regulations; acts as hearing officer at rulemaking hearings, reviews and responds to public comments; revises regulations and statements of reasons; prepares 15 and 45 day notices; prepares final draft of regulations and final statements of reasons; prepares submissions to OAL; analyzes and responds to OAL comments.
- 20% Acts as an expert for the purpose of drafting state legislation; reviews and analyzes the impact and propriety of proposed health related state and federal legislation; conducts the more complex legal research as needed; prepares memoranda detailing analysis and recommendations; reviews and analyzes the impact of adopted legislation on the Department, consumers, and industry; prepares cost analysis of proposed legislation and budget change proposal language where appropriate. Negotiates with legislators' staff and affected parties, and appears on behalf of the Department at legislative hearings regarding the more sensitive and complex legislation.
- 20% Provides legal analysis and advice pertaining to the implementation of highly complex federal and state health insurance laws, while providing collaborative guidance to Attorneys and Staff Services Managers in HEAO. Represents the Department, and provides support to Deputy Commissioners and the Assistant Chief Counsel, before the National Association of Insurance Commissioners (NAIC), Legislature, and in cooperative operations with other state agencies, including Department of Managed Health Care (DMHC) and Covered California.
- 15% Reviews, analyzes, and makes recommendations concerning the more complex issues pertaining to the federal oversight of health insurance. Researches and reviews federal regulatory proposals and current regulations to provide legal opinions, recommendations for state action, drafts comments regarding those regulations for submission to federal agencies; collaborates with the Office of the Attorney General regarding litigation to federal regulations; and develops plans for state implementation of federal regulations.
- 10% Drafts, reviews, provides legal analysis and negotiates the more complex and sensitive legal documents, including requests for proposals (RFP), Request for Application (RFA), and Noncompetitive Bids (NCB) contracts. Assists with and provides legal support with the multi-stage procurement process from publication of the bid opportunity through notice of the intent to award. Provide technical legal support to other Department staff in understanding the program and monitoring needs

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to be done as a part of contract or procurement. Acts as a contract manager and works directly with contractors.

- 10% Performs legal research and opinions on the more complex, difficult and significant health insurance related matters for the Insurance Commissioner, Deputy Commissioner, Chief Counsel, Assistant Chief Counsel, and management of other divisions and bureaus of the Department. Routinely responds to both general and legal correspondence and inquiries from the public, press, stakeholders, public interest foundations, academic institutions, and federal, state, and local entities regarding a broad range of complicated legal issues.
- 5% Provides legal guidance to and participates with Legal, Financial Surveillance Branch (FSB), and CSMCB on regulatory issues and actions related licensing, mergers and acquisitions, and examination of health insurance companies. Participates in enforcement and litigation matters involving health insurance with the Legal Division's Enforcement Branch or assists the Attorney General with legal guidance on litigation related to health insurance involving the Department. This involves both state and federal legal actions at administrative, local, and appellate courts of law.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Requires being in a stationary position, consistent with office work, for extended periods
- Daily use of a computer, keyboard, mouse, camera for virtual meetings, office equipment, and telephone
- Lift, carry, or otherwise transport documents to meetings, conferences, and other public appearances.
- The incumbent may telework in accordance with CDI's 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.
The incumbent must be able 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