

Deputy Director
Disability Insurance Branch/CEA Level C
Employment Development Department

Under the administrative direction of the Director, Employment Development Department, the Deputy Director, Disability Insurance (DI) Branch, plans, organizes and facilitates the activities of the Branch (approximately 1,400 employees) to ensure the effective and efficient delivery of DI benefit payments to eligible individuals (including the Paid Family Leave program, the State Disability Insurance program, the Nonindustrial Disability Insurance program for state employees, and the Disability Insurance Elective Coverage program for self-employed individuals) through the Department's DI field offices.

- 20% Plans, develops, and formulates broad statewide program policies within legislative limits and recommends changes to existing policies, as needed. Determines new objectives and courses of action to be followed for the DI program.
- 20% Directs the service delivery system to ensure the DI fund solvency, effective program support and technical assistance, and training for field office staff.
- 20% Provides program and line support to the field offices on statewide DI policy, procedure interpretation, and implementation.
- 15% Coordinates DI program planning, policies, and operations with other sections, divisions, and branches of the Department and with outside agencies on matters concerning the proper, effective and efficient administration of the DI program.
- 10% Serves as member of the Executive Staff on matters relating to the organization, management, policy development, and planning of Department programs.
- 10% Represents the Department with executive levels of industry, labor, State and local government, and the medical profession in matters related to the DI program.
- 5% May act as Chief Deputy Director in their absence.