
Position Details**Classification:**

Analyst II

Office:

Financial

Working Title:

Insurance Analyst

Location:

Sacramento

Position Number:

311-310-5393-001

HR Approval Date/Initials:

08/01/2026 MP

CBID/Bargaining

Unit: R01

Work Week

Group: 2

Tenure:

Permanent

Time Base:

Full-time

Job Description Summary

Under general direction of the Capital Insurance and Quality Process Management Manager (Supervising Transportation Engineer), the Insurance Analyst (Analyst II) is responsible for a variety of tasks in the Financial Office related to construction risk and insurance management. The incumbent provides administrative support to the Capital Insurance Program Manager in the development and implementation of the Authority's insurance programs, including the Owner Controlled Insurance Program (OCIP). This position also manages the Authority's Program Contract Insurance Tracker (PCIT) to ensure all contracts are in compliance with insurance specifications.

Duties

Percentage

Essential (E)/Marginal (M)

40% (E) Contract Insurance Administration & Tracking

- Receives and reviews contract insurance documents against contract requirements for new and current contracts and enter insurance information into the Program Contract Insurance Tracker (PCIT).
- Contact contract managers and/or insurance brokers to notify and request for insurance renewals.
- Monitor and update the PCIT.
- Generate weekly status reports and summarize results to Capital Insurance Program Manager.

30% (E) OCIP Development & Implementation Support

- Assists the Capital Insurance Program Manager in the development, implementation, and oversight of the Authority's Owner Controlled Insurance Program (OCIP).

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- 15% (E) **Coverage Evaluation & Policy Resolution Support**
- Provides support in the evaluation of coverage plans and assists the Capital Insurance Program Manager to resolve policy coverage and equivalency issues.
- 10% (E) **Contract Insurance Training & Development Support**
- Plans, designs, and develops comprehensive contract insurance training programs and developmental training modules for Authority staff and external partners.
 - Conducts regular training needs analyses to identify knowledge gaps across departmental programs, contract managers, and stakeholders regarding insurance specifications and risk management.
 - Facilitates instructional training sessions, workshops, and webinars to educate staff on the administration of contract insurance and PCIT system utilization.
 - Reviews, updates, and maintains training manuals, guidelines, and reference documents to ensure strict alignment with newly enacted laws, statutory rules, changing regulations, and updated Authority policies.
- 5% (M) **Risk Management Assistance & Marginal Duties**
- Assists the Capital Insurance Program Manager in various risk and insurance management tasks.
 - Other job-related duties as required.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☐ No ☒	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☐ No ☒	Medical Required Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information:

Knowledge and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization, and methods and techniques of effective communication and leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate

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alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work, and coordinate the work of others, act as a team leader, and appear before legislative or other committees.

Desirable Qualifications

- General understanding of standard construction risk exposures, including third-party liability, property damage, and workers' compensation structures.
- Ability to review and analyze insurance policy forms to evaluate coverage against standard contract requirements under direction.
- Ability to research and provide analytical support to contract managers regarding risk mitigation strategies.
- Experience performing journey-level tracking and verification of contract insurance compliance.
- Experience utilizing automated insurance tracking systems, maintaining spreadsheets, and performing routine data reconciliation to ensure accuracy.
- Ability to gather, analyze, and synthesize volume compliance data to draft routine weekly status reports, text summaries, or basic data visuals for management.
- Knowledge of or experience in assisting with the drafting of standard insurance specifications for routine state contracts.
- Experience assisting in the research, drafting, and updating of internal office procedures, desk manuals, or operational guidelines.
- Knowledge of State of California contracting procedures, the State Contracting Manual (SCM), and related state laws, rules, and regulations.
- Strong verbal and written communication skills to articulate information clearly and accurately to staff, management, and vendors.
- Experience collaborating productively with internal program staff and external vendors while providing professional customer service.

Supervision Exercised Over Others

This position does not supervise but may act as a lead.

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, consultants, vendors, contractors, staff at other state agencies, and the public. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

The employee receives general instruction regarding the scope of and approach to projects and/or assignments, but procedures and techniques are left to the discretion of the employee. Assigned duties require the exercise of judgement or choice among

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possible actions, sometimes without clear precedents and with concern for the impact and consequences of decisions. Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, which could negatively impact the Authority. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, manage multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: A set schedule of Monday-Friday, 8:30am-5:00pm is required for this position.
- b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
- c. Travel: N/A
- d. Other: N/A

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:
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