Classification Title: Analyst IV	**Branch/Division/Bureau:** Policy & Legislation Branch
Working Title: Senior Legislative Consultant	**Office/Unit/Section/Geographic Location:** Legislative Office/Sacramento (300)
Position Number (13 Digit): 413-115-5403-XXX	**Conflict of Interest Position:** ☐ NO ☒ YES
Employee Name:	**Effective Date:**

BASIC FUNCTION:

Under the general direction of the Chief Deputy Legislative Director (Manager II) and with ultimate oversight from the Deputy Commissioner/Legislative Director (Exempt), the Analyst IV serves as the Senior Legislative Consultant for the California Department of Insurance (CDI), and functions as the Department's primary non-supervisory expert on complex and emerging insurance and legislative policy issues. The incumbent provides expert consultation that informs statewide legislative strategy and serves as an expert-level legislative policy resource responsible for addressing the most complex, crucial, and specialized matters related to the administration of the Department's state legislative program. The Senior Legislative Consultant independently manages the majority of sponsored bills, health bills, drill requests, and high-impact legislative assignments involving statewide insurance policy matters affecting consumers and the insurance industry. The incumbent works closely with internal subject matter experts and external stakeholders to develop and coordinate the Department's legislative priorities, exercises a high degree of professional judgment, and represents the Department before governmental agencies, legislative offices, consumer organizations, stakeholders, and other interested parties.

Work hours are subject to change based on legislative timelines and departmental needs. During peak workload periods, the role may require extended or irregular hours to meet statutory and administrative deadlines.

Occasional travel may be required within the state of California via private or public transportation (i.e., automobile, airplane, etc.) and may include overnight stay(s).

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% Develops, analyzes, and coordinates legislation and the Department's policy positions. Serves as an expert-level legislative policy resource by developing and negotiating

complex insurance-related legislative proposals, including proposals with multi-departmental or statewide impact. Conducts research and policy analysis on legislation affecting the Department, its programs, consumers, and the insurance industry, including sensitive or controversial issues requiring innovative approaches. Advises the Deputy Commissioner/Legislative Director and Chief Deputy Legislative Director on the potential impact of proposed legislation. Responds to inquiries from the Governor's Administration, legislators, legislative staff, and stakeholders regarding legislative matters and insurance policy. Develops and communicates the Department's position through bill analyses, amendments, letters, and discussions with legislative offices, stakeholders, and other state agencies. Drafts bill language, amendments, position letters, and background materials.

30% Develops, coordinates, and reviews Department-sponsored legislation and sensitive legislative proposals. Collaborates with the Deputy Commissioner/Legislative Director and the Chief Deputy Legislative Director to develop legislation that furthers the Insurance Commissioner's priorities and Department's mission and goals, including proposals with significant operational or policy impacts. Recommends and engages with potential authors for CDI-sponsored legislation. Proactively reviews bill analyses prepared by Department staff to ensure clarity and accuracy of Department perspectives and proactively provides appropriate legislative updates to internal staff. Provides technical assistance on non-sponsored legislation and legislative proposals and offers expert-level guidance on legislative matters requiring specialized knowledge, heightened sensitivity, or comprehensive analysis. Leads or coordinates legislative initiatives involving multiple state agencies and serves as an expert advisor on insurance legislation to the Legislature, Governor's Office/Administration, and control agencies. Builds and strengthens statewide coalitions around insurance policy and provides strategic consultation to executive leadership.

15% Represents the Department before the Legislature on complex, sensitive, or high-visibility legislative issues. Attends and testifies at legislative hearings and ensures that Department concerns on proposed legislation are clearly understood by authors, sponsors, committee members, and legislative staff. Prepares testimony for executive staff and provides backup support during committee hearings. Engages in meetings with legislators, staff, stakeholders, and other entities to explain proposed or amended legislation, negotiate bill amendments, and advocate for the Department's position. Responds to stakeholder inquiries and provides technical guidance to Department staff regarding legislative processes, bill impacts, and development of the Department's position.

10% Serves as an active advisor and participant on National Association of Insurance Commissioners (NAIC) committees, including the Government Relations Leadership Council of the Executive Committee. Corresponds with NAIC committees and workgroups in writing, verbally, or in person. Monitors and develops Department positions on pending federal insurance legislation. Conducts meetings and negotiates with stakeholders and regulated community members regarding Department initiatives to maintain organizational integrity and key relationships. Maintains close communication with internal Department staff on NAIC activities and policy initiatives.

MARGINAL FUNCTIONS

5% Miscellaneous tasks identified on an ad hoc basis including, but not limited to, special projects as directed by the Legislative Office leadership such as annual end-of-session reports.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Work hours may vary based on legislative timelines and departmental priorities, and extended or irregular hours may be required during peak periods to meet operational needs.
- Work in a high-rise building in an open space environment (e.g., artificial lighting, controlled temperature).
- Professional attire appropriate for an office environment, regardless of in-office or remote work attendance, Capitol/Swing Space meetings, or meetings with external stakeholders.
- Daily use of a computer keyboard, mouse, camera for virtual meetings, telephone, standard office equipment, and related software applications at a work station.
- Lift, carry, or otherwise transport documents and related items to meetings and other public appearances.
- While telework may be permitted, in accordance with CDI's Telework Policy, this position requires consistent in-office presence during the legislative session and peak periods. Teleworking employees may be required to report to their headquarters office location, or an alternate work location, such as the State Capitol, on designated telework days. Travel expenses are not reimbursed; however, other authorized transit subsidies may exist for those who qualify.

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