Classification Title: Analyst III	**Branch/Division/Bureau:** Policy & Legislation Branch
Working Title: Legislative Consultant	**Office/Unit/Section/Geographic Location:** Legislative Office/Sacramento (300)
Position Number (13 Digit): 413-115-5402-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 Legislative Consultant (Analyst III) serves as the advanced journey-level legislative policy resource responsible for addressing the more responsible, varied, complex, sensitive, and critical issues related to the administration of the Department of Insurance's legislative program. The Legislative Consultant is a core member of the Legislative Office team and independently manages high-impact legislative assignments involving statewide insurance policy and matters affecting consumers and the insurance industry. This role works closely with internal subject matter experts and external stakeholders to develop and coordinate the Department's legislative priorities. It requires a high degree of professional and analytical skill, sound judgment, and the ability to work under tight deadlines in a fast-paced legislative environment. This position also helps represent 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

45% Development, analysis, coordination, and tracking of legislation and Department positions. Serve as an advanced journey-level legislative policy resource for the development and negotiation of complex insurance related legislative proposals,

including proposals with statewide impact. Engage in research and policy analysis of legislation impacting the Department or its programs, consumers, or the insurance industry, including sensitive or controversial issues where established approaches may be insufficient. Advise and make recommendations to the Deputy Commissioner/Legislative Director on the potential impact of legislation, respond to telephone and written inquiries from the Governor's Administration, legislators, legislative staff, and stakeholders on matters related to legislative inquiries and the business of insurance, and develop and communicate the Department's position through bill analysis, bill amendments, letters, and discussions with legislative offices, stakeholders, and other state agencies. Draft bill language and subsequent amendments, write position letters and other background information pertaining to legislation, track pending legislation, monitor legislative hearings, track the progress of Department-sponsored and other related bills, and inform and involve appropriate Department staff as bills are amended to ensure that analyses accurately reflect the provisions of the bills and the resulting impact on the Department, consumers, and the insurance industry.

35% Development, coordination, and review of Department-sponsored legislation and sensitive legislative proposals. As directed by the Deputy Commissioner/Legislative Director, develop legislation necessary to further the Department's mission and Insurance Commissioner's goals including legislative proposals involving operational or policy development issues of significant scope, impact, and sensitivity. Proactively recommend and engage with potential authors for CDI-sponsored legislation, review bill analyses prepared by various Department staff to ensure that the Department's perspectives have been presented clearly and accurately, provide technical assistance on non-sponsored pending legislation and bill proposals, and provide advanced journey-level guidance on miscellaneous legislative matters where greater sensitivity, specialized knowledge, and/or more in-depth analysis is required.

15% Legislative representation, hearing coordination, and stakeholder engagement. As directed by the Deputy Commissioner/Legislative Director, attend and/or testify at hearings to represent the Department before the Legislature on complex, sensitive, or high-visibility legislative issues. Proactively ensures that Department concerns on proposed legislation are understood by authors, sponsors, committee members, and legislative staff. Prepare testimony for other executive staff for presentation before legislative committees and provide back-up support to testifying before committees. Participate in meetings with legislators, legislative staff, stakeholders, and other entities to explain proposed or amended legislation, negotiate on behalf of the Department regarding requested bill amendments. Respond to inquiries and requests from stakeholder groups, among others and provide technical guidance to Department staff on legislative process, bill impacts, and Department position development. Coordinate with other Department staff and, at times, participate in major policy initiatives at the National Association of Insurance Commissioners that may develop into state-level (Department-sponsored) legislation.

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 irregular hours or overtime 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