

**ESSENTIAL FUNCTIONS DUTY STATEMENT**

HRM-025

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| <b>Classification Title:</b><br>Supervising Program Technician II | <b>Branch/Division/Bureau:</b><br>Financial Surveillance Branch/Financial Analysis Division/Financial Analysis Division I |
| <b>Working Title:</b><br>Supervising Program Technician II        | <b>Office/Unit/Section/Geographic Location:</b><br>Financial Analysis Division I/Financial Record Unit/Los Angeles        |
| <b>Position Number (13 Digit):</b><br>413-364-9925-001            | <b>Conflict of Interest Position:</b><br><input checked="" type="checkbox"/> NO <input type="checkbox"/> YES              |
| <b>Employee Name:</b>                                             | <b>Effective Date:</b>                                                                                                    |

**BASIC FUNCTION:**

Under the general direction of the Senior Insurance Examiner, Supervisor of Financial Analysis Bureau I, the incumbent supervises the day-to-day activities of Program Technician II (PT II). The incumbent is responsible for assisting in the development and maintenance of all processes and procedures necessary for the efficient operation of the Financial Record Unit. The incumbent acts as an expert resource for staff dealing with complex and sensitive problems/issues. The incumbent researches sensitive and complex questions about financial records, the confidentiality of records laws, public access to records, and provides technical information regarding same in person, by phone, or through written communication to the public, licensees, other agencies, and department staff.

**ESSENTIAL FUNCTIONS\***

50% Actively supervises and participates in the processing of financial documents and resolves the more complex problems, such as evaluate workload and assign work to PT II staff. Organizes and develops staff to ensure accurate completion of workload within established time frames. Reviews and evaluates financial document submissions; determines the nature of errors or omissions in what has been provided and corrects discrepancies by contacting the involved parties in writing, by telephone, or other means as appropriate. Provide expert advice on policy and procedures to the general public and in technical terms to industry professionals and Department staff. Certifies the accuracy of financial documents when requested. Ensures that all required financial filings have been submitted, consistent with applicable laws, regulations, and accounting practices and procedures. If not, follows up to correct filing deficiencies. Consistent with applicable laws and regulations, evaluate the appropriateness of imposing late/non-filing fees and makes recommendations to the Division Chief and Bureau Chiefs. Ensures that financial records are reviewed prior to public release to ensure all confidential information has been removed. Calculates late filing fees, including those that involve fee schedule overlap. Responds to inquiries from various areas within the Department such as accounting, legal, FAD management and staff, regarding late fee issues. Resolves questions and problems

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from the industry and other interested parties. Investigates and responds to inquiries from the public, Department staff and others regarding financial filing requirements.

- 25% Ensures proper maintenance of filing records for Property & Casualty, Life & Disability, Fraternal, Grants and Annuities, Home Protection, Life Settlements, Motor Clubs, MEWA, Purchasing Alliance, Under Written Title annual, quarterly, monthly statements and supplemental exhibits and including the Audit Financial Reports. Ensures proper maintenance of all documents submitting via Online Assistance System for Insurer Submittals (OASIS). Orient staff to Department and FAD policies and procedures to ensure adherence to same.
- 15% Trains and develops staff; arrange training for staff; assist staff in preparation of individual training & development plans. Conducts meetings with the staff on a regular basis.
- 10% Completes performance evaluations in a timely manner: Prepare and discuss probationary and annual evaluation reports with each employee. Make recommendations for areas that require improvement. Commend employees on areas of strength. Maintain appropriate record of performance

**WORK ENVIRONMENT OR PHYSICAL ABILITIES****Work Environment:**

- Work in a high-rise office environment.
- Work in a cubicle setting and open space environment.
- Eligible for teleworking in accordance with CDIs 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.

**Physical Abilities:**

- Ability to lift/carry/move up to 35 pounds for short distances
- Ability to reach, bend, stretch, and stoop

**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.)

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Employee Signature

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Date

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Printed Name

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**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