State of California Department of Insurance
ESSENTIAL FUNCTIONS DUTY STATEMENT
HRM-025

Classification Title: Analyst III	**Branch/Division/Bureau**: Administration and Licensing Services Branch/Financial and Business Management Division/ Budget and Revenue Management Bureau
Working Title: Budget Specialist – Revenue	**Office/Unit/Section/Geographic Location:** Revenue Section/Sacramento
Position Number (13 Digit): 413-195-5402-002	**Conflict of Interest Position:** ☑ **NO** ☐ **YES**
Employee Name:	**Effective Date:**

BASIC FUNCTION:

Under the direct supervision of the Assistant Chief Budget Officer - Revenue Section (Supervisor II), this Analyst III position serves as the Budget Specialist - Revenue within the Revenue Section in the Financial and Business Management Division – Budget and Revenue Management Bureau (FBMD-BRMB) and is responsible for the most complex rate development projects (approximately $85 million-plus) as part of the annual Rate Development cycle for the California Department of Insurance (CDI). Responsibilities include preparing, developing, coordinating monitoring and presenting several of the Department's most complex annual assessments that support the operations of the CDI. Serves as the subject matter expert in the area of CDI assessments with CDI staff at all levels and Department of Finance.

Overtime will/may be required to complete various assignments.

ESSENTIAL FUNCTIONS:

35% Independently, prepares, develops, analyzes, coordinates with internal/external partners to gather data, and presents the CDI's most complex annual rate development projects. Maintains the annual Rate Development calendar used to track the various projects. Identifies opportunities to automate various projects where feasible. Monthly monitors, analyze and prepare forecasts for each assessment to ensure fiscal sustainability necessary to support CDI operations.

25% Monitors, analyzes CDI revenues/expenditures associated with each assessment for use and reference by CDI. Responds to requests for technical information regarding the rate development process; performs special tasks and projects at the request of Executive staff, as it relates to the fiscal sustainability of CDI. Develops and presents recommendations to management on the resolution or use of deficits or savings within CDI. Handles inquiries, in conjunction with other areas within CDI, related to the assessments' revenues, the expenditures displayed in the financial reports, and for funding related issues. Responsible for preparation of the CDI annual budget for revenues.

20% Prepares fiscal analysis as assigned to determine the impact of proposed legislation affecting CDI. Act as a legislative liaison for FBMD-BRMB. Tracks and monitors legislative bill analysis requests from the Policy and Legislative Branch - Legislative Office and Branch responses so FBMD-BRMB fiscal analysis can be completed timely. Releases FBMD-BRMB approved fiscals on behalf of FBMD-BRMB internally as appropriate. Provides routine updates to the FBMD-BRMB management team regarding status of fiscal analysis workload.

10% Assists in preparing the Fund Condition (Future Fund Balance), Cash Flow, and year-end files, including but not limited to Prior-Year Adjustments and Prior-Year revenues.

MARGINAL FUNCTIONS

5% Reviews Budget Change Proposals (BCPs) for conformity with CDI's and the Department of Finance's policies and procedures, identifies the revenue source(s) utilized and the reasonableness of any additional funding needs estimated in support of the proposal, while also reviewing to ensure that proper and sufficient justification is provided to support the requests. Provides written recommendations to management for all BCPs and presents findings to management.

5% Other duties, special projects, and acting as the FBMD-BRMB Revenue Section's lead analyst, as assigned by the Supervisor II and/or the FBMD-BRMB management.

WORK ENVIRONMENT OR PHYSICAL ABILITIES:

- The incumbent must be able to work in a high-rise building.
- The incumbent must be able to work in a shared internal office space.
- The incumbent may be required to work overtime with limited notice.
- The incumbent may telework in accordance with CDI's 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.

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 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

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Printed Name