Classification Title: Actuary Senior	**Branch/Division/Bureau:** Policy & Legislation Branch
Working Title: Actuary Senior	**Office/Unit/Section/Geographic Location:** Health Actuarial Office/ Los Angeles
Position Number (13 Digit): 413-352-5461-001	**Conflict of Interest Position:** ☐ **NO** **X YES**
Employee Name:	**Effective Date:**

BASIC FUNCTION:

Under the general direction of the Chief Health Actuary, the Actuary Senior works independently on the most complex actuarial analysis projects. Provides actuarial support to other units within the Department. Analyzes and reviews financial statements, actuarial reports, and experience and valuation data. Reviews premium rate filings. May present findings directly to senior staff.

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

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

35% Review and analyze complex health insurance rate filings of major insurance companies, including actuarial certifications and projections, to determine compliance with statutory requirements, and recommend actions to Chief Health Actuary. Communicate directly with insurance company actuaries as appropriate.

35% Provide actuarial consultation on complex topics within the Department of Insurance, and on occasion to other agencies on various health actuarial matters. Work on special projects.

15% Analyze and report to management on pending legislation submitted to the Financial Surveillance Branch for review, including financial impacts. Draft legislation, regulations, and bulletins related actuarial matters. Analyze NAIC proposed laws and regulations and provide recommendations regarding a support or oppose position.

10% Participate in field examinations upon request. Provide technical analyses of actuarial items requested by the examiner-in-charge of a financial solvency examination to determine the proper reporting of financial transactions, the policy and claim reserves, the proper treatment of reinsurance transactions, and the present and future solvency of the insurance company. Review actuarial reports of consulting actuaries that participate in field examinations on behalf of the department.

5% Respond to industry and public inquiries on matters related to the regulation of the health insurance industry.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- 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.
- The incumbent must be able to work in a high rise building.

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