Classification Title: Attorney III	**Branch/Division/Bureau:** Policy & Legislation Branch
Working Title: HEAO Attorney III	**Office/Unit/Section/Geographic Location:** Health Equity & Access Office/Sacramento or Oakland
Position Number (13 Digit): 413-118-5795 003	**Conflict of Interest Position:** ☐ **NO** ☒ **YES**
Employee Name:	**Effective Date:**

BASIC FUNCTION

Under the general direction of the Assistant Chief Counsel (ACC), the Attorney III performs sensitive and complex work within the Health Equity and Access Office (HEAO) within the California Department of Insurance (CDI). The Attorney III drafts and implements policies and laws focused on expanding consumer protections, increasing access to health insurance, and working towards equity in health care, particularly for historically disadvantaged groups. The Attorney III is an expert in the legal functions necessary to implement and apply health insurance statutes and regulations authorized by the California Insurance Code and federal law. Duties include providing formal, informal, oral, and written legal advice to executive staff, the ACC, HEAO and other CDI staff regarding CDI's rights, duties, and authority pertaining to health equity, access, reform, public policy, and legislation. The Attorney III may be called on to represent CDI in venues outside the organization in meetings and other activities. The Attorney III exercises broad discretion, with minimum supervision, working independently and in a team environment.

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

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% Provides legal analysis, research and advice pertaining to CDI's application and implementation of federal and state health insurance laws. Focuses on application and implementation of laws in a manner consistent with CDI's health equity and health access policies. Works with interdisciplinary teams and provides collaborative

guidance to CDI staff. Applies expertise in all aspects of federal and state health insurance laws, including laws and regulations pertaining to access to care, and health insurance rate review. Represents CDI, and provides support to Deputy Commissioners and the ACC before the National Association of Insurance Commissioners (NAIC), and in cooperative operations with other agencies, including the Department of Managed Health Care (DMHC). Researches and reviews federal regulatory proposals and current regulations to provide legal opinions, recommendations for state action, drafts comments regarding those regulations for submission to federal agencies; and develops plans for state implementation of federal regulations.

30% Drafts and assists CDI staff with state legislation; reviews and analyzes the impact of proposed health related state legislation, with a focus on health access and health equity; conducts the more complex legal research as needed; prepares memoranda detailing analysis and recommendations; reviews and analyzes the impact of adopted legislation on CDI, consumers, and industry; prepares cost analysis of proposed legislation. Negotiates with legislators' staff and affected parties, and appears on behalf of CDI at legislative hearings regarding legislation concerning the implementation of health insurance laws.

20% Assists with the creation and adoption of CDI's rulemaking projects in support of CDI's health equity and health projects. Works with interdisciplinary teams on all phases of promulgating regulations. Participates in meetings and make recommendations to further the objectives of rulemaking projects. Drafts regulation text, Initial Statements of Reason, Final Statements of Reason, and other documents as assigned. Develops familiarity with subject areas within the health insurance regulatory law administered by CDI.

10% Performs legal research and opinions on the more sensitive and complex health insurance related matters for the Insurance Commissioner, Senior Deputy Commissioner & Legislative Director, Assistant Chief Counsel, and management of other divisions and bureaus of the Department. Routinely responds to both general and legal correspondence and inquiries from the public, press, stakeholders, public interest foundations, academic institutions, and federal, state, and local entities regarding a broad range of complicated legal issues.

MARGINAL FUNCTIONS

5% Performs additional job-related duties as assigned by the Insurance Commissioner, Deputy Commissioners, ACC, including routinely providing technical advice and direction to other attorneys and staff within CDI.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

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

- Daily use of computer keyboard, mouse, camera for virtual meetings, office equipment.
- Lift, carry, or otherwise transport documents to meetings and other public appearances.

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