

<b>Classification Title:</b>  Attorney	<b>Branch/Division/Bureau:</b>  Legal Branch/Regulatory & Legal Services Division/Policy Approval Bureau
<b>Working Title:</b>  Attorney I	<b>Office/Unit/Section/Geographic Location:</b>  San Francisco/Oakland
<b>Position Number (13 Digit):</b>  413-231-5778-XXX	<b>Conflict of Interest Position:</b>  <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
<b>Employee Name:</b>	<b>Effective Date:</b>

**BASIC FUNCTION:**

Under general direction of the Assistant Chief Counsel, Policy Approval Bureau (PAB), the Attorney I reviews and analyzes various life and disability insurance policy forms and related documents for compliance with statutory and regulatory standards. The Attorney I interprets statutes and regulations pertaining to these various types of life and disability insurance policies in response to inquiries from the public, insurance industry, legislators and other Department personnel. The Attorney I analyzes and drafts regulations and legislation, and completes special project assignments, and make recommendations to the Assistant Chief Counsel and to CDI Executive Staff. Occasional travel may be required within and/or outside California. Travel may include overnight stay.

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

**ESSENTIAL FUNCTIONS\***

- 40% Examines and approves or disapproves policy form filings. Negotiates with policy filers to resolve objections to disapproved forms. Responds to status inquiries from insurers. Takes initial action and follow-up action on filings within assigned timeframes.
- 20% Responds to inquiries from the public, industry, legislators, and other Department units by interpreting statutes and regulations, within assigned timeframes.
- 20% Prepares legal opinions within assigned timeframes.
- 10% Performs other duties assigned by the Assistant Chief Counsel or other Executive staff accurately, completely and within assigned timeframes.

- 5% Prioritizes and manages workload in accordance with age, importance, and sensitivity of policy filings, inquiries and legislative and special projects.
- 5% Drafts and carries through to promulgation, regulations or amendments thereto pertaining to life and disability insurance.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

Work in a high-rise office 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