



DEPARTMENT: DEPARTMENT OF INSURANCE
POSITION TITLE: DEPUTY COMMISSIONER, ENFORCEMENT BRANCH
(NON-SWORN OR PEACE OFFICER) EXEMPT
SALARY: \$105,195.00-\$137,004.00 annually
(The appointee will be offered a specific salary from within this range based on his/her qualifications. Exceptions to the pay range may be available for certain professional classifications).
FINAL FILING DATE: Until Filled

LOCATION: SACRAMENTO

Unique Opportunity

The California Department of Insurance (CDI) invites you to join an organization where you will be an integral part in realizing the vision of “Insurance Protection for All Californians.” The CDI seeks a law enforcement professional—a sworn peace officer or non-sworn executive—who is energized by hard-work and motivated by complex and interesting investigative challenges to join our Enforcement Branch as Deputy Commissioner. Serving under the leadership of California’s elected Insurance Commissioner Dave Jones, the Deputy Commissioner is based in Sacramento.

The Enforcement Branch is comprised of the Fraud and Investigation Divisions, and includes more than 400 dedicated employees located in nine regional offices throughout the state. The Branch is charged with investigating criminal and regulatory violations starting with point-of-sale transactions through the claims process. The Branch is also responsible for protecting the public from economic loss and distress by actively investigating, arresting, and referring (for prosecution or other adjudication) those who commit insurance fraud and consumer abuse. Anti-fraud outreach and training to the public, private, and governmental sectors complement CDI’s efforts to fight fraud.

Position Description

Under the direction of the Insurance Commissioner/Chief Deputy Insurance Commissioner, the Deputy Commissioner for Enforcement:

- Formulates policies and plans, organizes, and directs all law enforcement, investigation, and related operations statewide in the context of insurance enforcement activities for the CDI.
- Develops and reviews proposed legislation and regulations, as needed, to support the law enforcement function of CDI.



STATE OF CALIFORNIA
Dave Jones, *Insurance Commissioner*

- Oversees the administration of annual grants to District Attorneys to investigate, charge, and prosecute fraud in the areas of workers' compensation, health insurance, auto insurance, and other lines of insurance.

All qualified applicants will be considered, including both sworn peace officer and non-sworn executives, based on initial submission of resume, cover letter, current salary, and references. Should this position be designated as a peace officer, under Penal Code Section 830.3, the position will carry out law enforcement programs as mandated or authorized by Penal Code Sections 550 and 551, the Insurance Code and its regulations, and other related laws, and the incumbent will perform the full range of peace officer duties and responsibilities and be subject to the following Special Requirement.

Special Requirement: Should this position be designated as a sworn peace officer, the incumbent must meet all Peace Officer Standards and Training (POST) requirements and successfully qualify at quarterly weapons proficiency examinations. A thorough background investigation is required prior to appointment. An adequate amount of time would be afforded to candidates from outside of California to become POST certified.

Knowledge and Abilities

Applicants must demonstrate the ability to perform highly sensitive administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following knowledge and abilities:

1. Knowledge of the functions and procedures of a state government including ability to quickly master the organization and practices of the Legislature and the Executive Branch; knowledge of the principles, practices, and trends of public administration, organization, and management; mastery of techniques for organizing and motivating groups; understanding of program development and evaluation; understanding the Department's objectives and a manager's role in the Equal Employment Opportunity Program.
2. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.



The above knowledge and abilities are expected to be obtained from extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; and organization coordination.

Desirable Qualifications

1. Demonstrated knowledge of law enforcement or related operations for a large consumer protection agency engaged in the detection, investigation, and/or prosecution of criminal activities related to insurance, statutory, or regulatory violations, as well as law enforcement or related systems at the local, state, and/or federal levels.
2. Demonstrated experience at the management level in formulating, developing, and implementing insurance-related law enforcement practices.
3. Demonstrated proficiency in criminal and regulatory law, best law enforcement practices, and other related subjects.
4. Demonstrated experience effectively leading and directing an enforcement agency with diverse functions/responsibilities and achieving specific mission and objective-related goals.
5. Demonstrated knowledge of the principles of management and supervision, strategic planning, and internal working relationships of a mid-size organization.
6. Evidence of skills necessary to establish and maintain, effective, cooperative relationships with executive management and staff at various levels within an organization, and with other law enforcement, prosecutorial, and judicial personnel.
7. Possession of Managerial and/or Executive POST certificates (should this be designated as a sworn peace officer).

Interested applicants must submit the following via email or postal mail:

- A resume (including dates of employment, salary, and scope of responsibilities such as staff and budgets managed). The resume serves as documentation of each candidate's ability to present information clearly and concisely in writing; should be typed and no more than two pages in length.
- A cover letter.
- A list of six work-related references.



Questions should be directed to Nitika Nitashni at (916) 492-3311 or nitika.nitashni@insurance.ca.gov.

Applications must be submitted to:
California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
Attention: Nitika Nitashni
Nitika.nitashni@insurance.ca.gov

Additional Information

All resumes will be screened and only the most qualified candidates will be scheduled for an interview. Travel expenses incurred to attend interviews are the sole responsibility of each candidate.

Conditions of Employment

The Deputy Commissioner is appointed by the Governor (i.e. "at will" employment). Therefore, the Deputy Commissioner may be terminated at any time without notice, cause, or right of appeal.

Compensation and Benefits

Benefits: Retirement program under the California Public Employees Retirement System, medical, dental, vision, life insurance, holidays, personal holiday, and domestic partner coverage.

Optional Benefits: Group legal services, deferred compensation, additional life insurance coverage, long-term care, and employee assistance program.

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental or physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.