



STATE OF CALIFORNIA
 Department of Business Oversight



EXEMPT APPOINTMENT ANNOUNCEMENT
 DEPUTY COMMISSIONER OF LEGISLATION
 FINAL FILING DATE: Until Filled

EDMUND G. BROWN JR., Governor

Anna M. Caballero, Agency Secretary
 Jan Lynn Owen, Commissioner of Business Oversight

CALIFORNIA STATE GOVERNMENT SUPPORTS EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
 IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DUTIES/RESPONSIBILITIES:

In an advisory capacity, the Deputy Commissioner of Legislation consults with and assists the Commissioner and Chief Deputy in identifying and analyzing policy problems, presenting solutions, and executing studies and reports relative to issues of legislation, or regulatory change. The incumbent is aware of the principles, practices and trends of the financial services industry under the Commissioner's jurisdiction and is knowledgeable in related public policies and legal actions that affect the regulation and supervision of licensees.

The Legislative Deputy advises and assists the Department of Business Oversight in the formulation and coordination of legislative proposals and projects, acts as liaison between the Legislature and the Department, keeps management informed on legislation of interest to the Department, and advocates the Department's position on legislation.

The Legislative Deputy directs the legislative affairs of the Department and is responsible for formal bill analysis with particular emphasis on determining a bill's genesis and purpose through consultation with Legislative staff and committees, as well as special interest groups and consumer organizations. Arranges and coordinates input and written analysis of pending legislation from program and Legal Division subject matter experts. Coordinates with the Legal Division in developing responses to legislative issues that are of direct concern to the Department. Evaluates issues related to the formation of new policies and reviews them with the appropriate manager and makes recommendations to executive committee members for the purpose of adopting a formal policy.

Initiates and responds to telephone calls and meetings with legislators, committee staff, and persons who support or oppose legislation. Manages special projects with legislators and various representatives of government and industry. Attends hearings; prepares bill status reports and upcoming hearing reports. Represents the Department and testifies before various committees, attends and participates in meetings and conferences as the legislative representative of the Department. This position is located in the Sacramento office.

GENERAL QUALIFICATIONS:

Candidate must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

DESIRABLE QUALIFICATIONS:

1. Demonstrated knowledge and understanding of California and federal law, regulations, policies and programs including the Government Code, Financial Code and other applicable laws and regulations.
2. Extensive working knowledge of the legislative process at both the federal and California State government levels.
3. Demonstrated communication and negotiation skills and experience testifying and presenting issues before a wide range of audiences, including the State Legislature, a board or similar body.
4. Demonstrated ability to effectively communicate, orally and in writing in the preparation of legislative proposals, and to provide technical assistance with the drafting of legislation.
5. Demonstrated ability to develop cooperative working relationships with representatives of all levels of government, the public, departmental executives and other governmental agencies.
6. Strong leadership skills and experience in the area of policy formulation and development.

CONDITIONS OF EMPLOYMENT:

The Deputy Commissioner of Legislation for the Department of Business Oversight is appointed by the Governor (i.e. "at will" employment): therefore, the Deputy Commissioner of Legislation may be terminated from service at any time without notice, cause, or right of appeal.

COMPENSATION AND BENEFITS:

Salary Range: \$6173-\$8874 per month

Please Note: that the actual monthly compensation to be paid to the successful candidate will be determined with reference to the experience, knowledge, skills and abilities of the candidate, and is further subject to budgetary constraints and considerations and will be at the discretion of the Governor's Office.

Benefits: Medical, dental, vision, life insurance, and retirement program under the California Public Employees' Retirement System (CalPERS). Additional information on benefits can be found at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

HOW TO APPLY:

Qualified persons must complete and file an appointment application and current resume with the Office of the Governor. File the application on-line with the Governor's Office. Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: http://gov.ca.gov/m_appointments.php

In addition all interested applicants must submit the following to the Department of Business Oversight:

- An original Standard State Application (STD.678) with titles and dates of experience
- A resume
- A two-page statement of qualifications addressing the desirable qualifications

Department of Business Oversight
1515 K Street, Suite 200
Sacramento, CA 95814
Attention: Jo Ann Shields

All applications will be reviewed and only the most qualified will be considered. References may be requested and contacted, and interviews may or may not be held.

TDD is Telecommunications Device for the Deaf and is reachable only from a phone equipped with a TDD Device.
California Relay (Telephone) service for the deaf or hearing-impaired:
From TDD Phone: 1-800-735-2929
From Voice Phone: 1-800-735-2922