



DEPARTMENT: DEPARTMENT OF INSURANCE
POSITION TITLE: DEPUTY GENERAL COUNSEL FOR LITIGATION
(EXEMPT POSITION)
SALARY: \$9,735 - \$14, 058 / Month
FINAL FILING DATE: UNTIL FILLED
LOCATION: SACRAMENTO/SAN FRANCISCO (TO BE DETERMINED)

Position Description

Under the general direction of the General Counsel, the Deputy General Counsel for Litigation performs, leads, and/or oversees the litigation of complex cases involving administrative litigation, qui tam matters, and departmental legal matters in State and Federal courts. In consultation with the General Counsel, the Deputy General Counsel leads the existing Bureau Chiefs and Attorneys in the Branch who are currently responsible for these and other litigation matters. The Deputy General Counsel plans, organizes and directs the operations of the civil and administrative litigation functions within the Legal Branch, overseeing civil litigation relating to insurance fraud; property and casualty rate hearings; administrative enforcement activities relating to insurers, insurance producers, and others engaged in the business of insurance; and other insurance matters in civil litigation, including litigation in which the Department is represented by the Office of the Attorney General. The Deputy General Counsel will be the principle attorney representing the Department in litigation in which the Office of the Attorney General is not providing representation. The Deputy General Counsel collaborates closely with the Enforcement and Consumer Services and Market Conduct Branches that refer administrative enforcement cases to the Legal Branch for prosecution, with the Rate Regulation Branch that refers contested rate applications to the Legal Branch for legal representation in rate hearings, and with the Fraud Division within the Enforcement Branch that investigates insurance-related fraud. The Deputy General Counsel provides strategic and policy recommendations to the General Counsel, the Chief Deputy Commissioner, and the Insurance Commissioner regarding significant, sensitive, or complex matters, including litigation, legislation, and rulemaking impacting the bureaus under the Deputy General Counsel. This position may be based in Sacramento or San Francisco. Travel is required to other California Department of Insurance (CDI) locations for meetings with executives/stakeholders and non-CDI locations to participate in settlement discussions regarding litigations cases.

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 more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization,



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and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation, development and implementation; personnel management techniques; the Department's Equal Employment Opportunity 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, organization, 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.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization).

Desirable Qualifications

1. Extensive experience litigating complex cases in State and Federal courts, including cases involving governmental immunities, writs, and civil insurance fraud, advising clients at a high level about the most sensitive and complex aspects of litigation, and negotiating settlements of civil lawsuits.
2. Experience in managing and directing a litigation program and dealing with cases that are sensitive, high profile, and receive media attention and public scrutiny.
3. Experience working successfully with an executive team, representatives of a variety of professionals, and members of the public.
4. Experience at the management level in formulating strategies and making recommendations to an executive team on legal issues and priorities, including but not limited to matters involving community and consumer insurance issues with respect to insurance fraud, company solvency, and consumer protection.
5. Demonstrated experience at the management level, applying the principles/practices of policy formulation and implementation of the laws, rules, and regulations of the State of California.



Personal Characteristics

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling value-based behaviors; strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of the Department's strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their highest potential.

Special Requirements

Possession of current membership in the State Bar of California and admission to practice law.

Interested applicants must either personally deliver or via postal mail submit the following:

- A completed [Examination/Employment Application Form \(STD 678\)](#).
- A "Statement of Qualifications". The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills to meet the minimum and desirable qualifications in qualifying for the position. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.
- A resume may be submitted.

The desirable qualifications listed on this bulletin will be used to screen and evaluate the application, Statement of Qualifications, and resume therefore, it is critical that each applicant include specific information on how his/her background, knowledge, abilities, and personal characteristics meet the desirable qualifications.

Application materials personally delivered, or received via U.S. Postal Service, or any other delivery service after the final filing date will not be accepted.

Applications must be submitted by the final filing date to:

Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
Attention: Malinda Randolph

Questions concerning this selection process should be directed to Malinda Randolph at (916) 492-3308 or Malinda.Randolph@insurance.ca.gov.

Additional Information

All applications will be screened and only the most qualified candidates will be scheduled for an interview.



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Conditions of Employment

The Deputy General Counsel is appointed by the Insurance Commissioner (i.e. “at will” employment). Therefore, the Deputy General Counsel 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.