



**DEPARTMENT:** CALIFORNIA DEPARTMENT OF INSURANCE  
**POSITION TITLE:** DEPUTY COMMISSIONER, FINANCIAL SURVEILLANCE  
BRANCH, EXEMPT

**SALARY:** \$116,820 - \$132,636 annually (Subject to a General Salary Increase effective July 1, 2015). The appointee will be offered a specific salary from within this range based on his/her qualifications.

**FINAL FILING DATE:** Until Filled

**LOCATION:** Los Angeles or 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 seasoned finance professional who is energized by hard-work and motivated by complex and interesting challenges to join our financial Surveillance Branch as Deputy Commissioner. The ideal candidate will lead a team of financial analysts, examiners, and auditors. Serving under the leadership of California's elected Insurance Commissioner, the Deputy Commissioner position may be located in Los Angeles or Sacramento.

CDI is organized into eleven branches and four offices. The mission of the Financial Surveillance Branch is to assure that all insurers licensed to do business in California (as well as those insurers operating on a non-admitted or surplus lines basis) maintain the financial stability and viability necessary to provide the benefits and protection they have promised their California policyholders. The Branch pursues its mission by conducting risk-focused financial surveillance of the insurance industry to ensure it can provide the benefits and protections promised to California citizens. More than 160 employees make up the Financial Surveillance Branch, which consists of the Financial Analysis Division, the Field Examination Division, the Actuarial Office including one of the Department's two Chief Actuaries, the Troubled Companies Unit, and the Premium Tax Audit Bureau.

### **Position Description**

Under the general direction of the Commissioner and Chief Deputy Insurance Commissioner, the Deputy Commissioner:

- Leads and directs the functions of the Financial Surveillance Branch.



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- Serves as a key advisor to the Commissioner and Chief Deputy on a wide range of financial surveillance issues.
- Provides policy advice and direction on administrative and program policies.
- Serves as a member of the Commissioner's Executive Staff.
- Represents the Department and the Commissioner in various national and international forums, including meetings held by the National Association of Insurance Commissioners (NAIC) and its various working groups and task forces.

**Responsibilities:**

- Advises the Commissioner and Chief Deputy with respect to monitoring company financial status and preventing insolvencies as well as evaluating insurers seeking to do business in California.
- Participates in the development of regulatory and administrative policies, and legislation affecting many areas department-wide.
- Provides policy advice and direction on administrative and program policies.
- Directs the activities and provides general oversight of the Financial Surveillance Branch.
- Oversees the monitoring of insurance companies; directs the ongoing examination, surveillance and analysis of insurance companies; and ensures that appropriate regulatory actions are taken on companies which have been identified as in hazardous condition.
- Manages the development of strategic planning and goal setting for the Branch and ensures that all divisions operate within budget allocations.
- Serves on the Commissioner's Executive Staff and participates in the Executive Staff's policy deliberation activities.
- Attends national meetings and actively participates in the various task forces and working groups established by the NAIC as part of the national system of state-based regulation for insurance.



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- Represents the Department at various NAIC meetings, before special interest groups, legislative hearings, industry conferences, and meetings with other regulators.
- Supervises staff which includes ensuring equal opportunity employment, enforcement of labor contracts, equitable employee appraisals using performance standards, and adherence to departmental policies.

### **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**

- Bachelor's Degree in Accounting or Finance; MBA and/or professional certification/s preferred.
- Minimum 10 years' experience as an accountant, auditor or examiner with a state insurance department or a public accounting firm or as an accountant, internal or external auditor or examiner of insurance companies or State or Federal agencies.



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- Experience serving as an Examiner in Charge.
- Certified Public Accountant (CPA), Certified Financial Examiner (CFE) and/or Certified Internal Auditor (CIA).
- Strong interpersonal, presentation, analytical and examination/audit skills.
- Excellent organizational skills and the ability to prioritize multiple tasks, projects and assignments using effective time management skills.
- Skilled in team building and team development.
- Flexibility for travel nationally and internationally.
- Demonstrated experience and knowledge of insurance accounting methods including Generally Accepted Accounting Principles, Statutory Accounting Principles, and enterprise risk-management practices. Candidate has familiarity with global standards being developed through the NAIC. The candidate understands financial analysis; is familiar with solvency regulation practices; possesses experience in the methods of conducting financial examinations; and demonstrates a working understanding of reinsurance principles and contracts.
- Demonstrated broad and extensive experience, at the management level, in the application of the principles, practices, and trends in public administration and organizational management.
- Experience at the management level with the organizational practices of the insurance industry and the Department of Insurance, including the application of the laws, rules, and regulations that govern insurance activities, specifically financial oversight and solvency regulations.
- Demonstrated experience, at the management level, applying the principles and practices of policy formulation/development, implementation, and administration.
- Knowledge of the practices and procedures of the National Association of Insurance Commissioners.

**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.
- A cover letter.
- A list of six work-related references.



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Questions should be directed to Malinda Randolph at (916) 492-3308 or [Malinda.Randolph@insurance.ca.gov](mailto:Malinda.Randolph@insurance.ca.gov).

**Applications must be submitted to:**

California Department of Insurance  
Human Resources Management Division  
300 Capitol Mall, 13<sup>th</sup> Floor  
Sacramento, CA 95814  
Attention: Malinda Randolph  
[Malinda.Randolph@insurance.ca.gov](mailto:Malinda.Randolph@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 Insurance Commissioner (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***

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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.