

CEA



CAREER EXECUTIVE ASSIGNMENT

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, DENIAL OF FAMILY AND MEDICAL CARE LEAVE, DISABILITY, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY AND VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION OF ANY PERSON.

DEPARTMENT: DEPARTMENT OF INSURANCE

POSITION TITLE: COIN PROGRAM CHIEF, COMMUNITY PROGRAMS AND POLICY INITIATIVE BRANCH, CEA A

SALARY: \$6,173 - \$8,874 *

FINAL FILING DATE: Friday, September 19, 2014

LOCATION: LOS ANGELES OR SACRAMENTO

** A higher salary not to exceed \$9,954 may be given (pending CalHR approval).*

DUTIES AND RESPONSIBILITIES

Under the direction of the Deputy Commissioner, Community Programs and Policy Initiatives, the California Organized Investment Network (COIN) Chief (CEA) is responsible for the policy formulation and administration of the COIN Program's mission of increasing the level of insurance industry investment capital in California's low to moderate income, urban, and rural communities. The COIN Chief (CEA) is responsible for general oversight of the Community Development Financial Institution tax credit program; the investment bulletin program; various data calls; creation and development of new investment products for the insurance industry; outreach efforts to insurers and community development practitioners, and legislation affecting the program. The COIN Chief (CEA) makes recommendations to the Insurance Commissioner and Executive staff regarding appropriate courses of action for the COIN Program. The COIN Chief functions as the manager/supervisor for the program; coordinates and directs the work and activities of COIN program staff, and administers the COIN Program's budget.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature who resigned or was released from service within the last 12 months and with two or more consecutive years of service, as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch of government who resigned or was released from service within the last 12 months and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute), as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

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 Branches; principles, practices, and trends of public administration, organization, 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 Opportunity objectives; and a manager's role in 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.

The above knowledge and abilities are expected to be obtained from extensive managerial and program administrative experience that has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. (Experience may have been paid or volunteer in State service, other government settings, or in a private organization.)

DESIRABLE QUALIFICATIONS

1. Demonstrated experience in utilizing innovative financing techniques, mechanisms, and procedures to coordinate and analyze investments including, but not limited to, equities, debt securities, commercial mortgages, and other types of loans, venture capital funds, joint ventures, and partnerships.
2. Broad and extensive experience analyzing, structuring, and sourcing investments for institutional investors, including but not limited to insurance companies; extensive knowledge of how insurance companies hold assets, both rated and unrated; detailed understanding of community investments, including economic and social benefit to low and moderate income communities.

DESIRABLE QUALIFICATIONS (CONTINUED)

3. Broad and extensive experience with allocated tax credit programs including regulations, application procedures, scoring, and certification of eligible investors/ recipients; establishment and tracking of reporting requirements; and development of written materials and reports to stakeholders.
4. Demonstrated broad and extensive experience, at the management level, in the oversight of managing staff; program planning; policy formulation; budget administration; and program evaluation.
5. Ability to build strong collaborative relationships internally and externally through demonstrated effective communication skills with Department/Agency heads, Executive staff, other government entities, consumer advocacy groups, financial regulators, company and trade associations, and stakeholder advisory groups.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **COIN PROGRAM CHIEF, COMMUNITY PROGRAMS AND POLICY INITIATIVE BRANCH, CEA (A)**, with the Department of Insurance. Applications will be retained for 12 months.

The results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to 12 months.

The examination process will consist of an evaluation of the candidate's application, Statement of Qualifications (SOQ), and résumé. The minimum and desirable qualifications listed on this bulletin will be used to screen and evaluate the application, SOQ, and résumé, therefore, it is critical that each applicant include specific examples, and information on how his/her background, knowledge, abilities, and personal characteristics meet the minimum and desirable qualifications. The SOQ may also serve as documentation of the candidate's ability to present information clearly and concisely in writing. The SOQ, application, and resume will be the only basis for the candidate's final score and rank on the eligible list.

FILING INFORMATION

Interested applicants must submit the following:

1. A completed Standard State Application (Form STD 678).
2. A "Statement of Qualifications (SOQ)." The SOQ is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. It must indicate your total years of experience (and civil service classifications, if applicable) performing work that demonstrates each of the qualifications. It should be typed and no more than two pages in length. Résumés do not take the place of the SOQ. Applicants who fail to submit the SOQ will be eliminated from the examination process.
3. A résumé.

All application materials (Standard State Application, SOQ, résumé, and references) must be postmarked no later than the final filing date of 09/19/14. Questions concerning this announcement should be directed to Nitika Nitashni at (916) 492-3311 or Nitika.Nitashni@insurance.ca.gov.

Applications must be submitted by the final filing date to:

California Department of Insurance
Human Resources Management Division
300 Capitol Mall, Suite 1300
Sacramento, CA 95814
Attention: Nitika Nitashni

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Insurance reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

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

California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922