
CALIFORNIA DEPARTMENT OF INSURANCE

NOTICE OF EXTENDED FINAL FILING DATE

EXAMINATION TITLE: **ASSISTANT CHIEF COUNSEL**

FINAL FILING DATE: **FEBRUARY 5, 2016**

LOCATION: **SACRAMENTO, SAN FRANCISCO, LOS ANGELES**

ATTENTION: The final filing date for the examination listed above has been extended from January 29, 2016 to February 5, 2016.

California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
Attn: Nitika Nitashni
Nitika.Nitashni@insurance.ca.gov
(916) 492-3311

EXAMINATION ANNOUNCEMENT

ASSISTANT CHIEF COUNSEL
DEPARTMENTAL PROMOTIONAL
SALARY RANGE \$9,337 - \$10,815
*PAY DIFFERENTIAL MAY APPLY



CALIFORNIA DEPARTMENT OF

Insurance

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and 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.

How to Apply

FINAL FILING DATE: Friday, January 29, 2016

Send [Application \(form STD. 678\)](#) along with a [Qualifications Assessment](#) to:
**California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
Attention: Nitika Nitashni**

DO NOT SUBMIT APPLICATIONS (STD. 678) TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)

Application and the Qualifications Assessment must be **POSTMARKED** no later than the final filing date. Electronic copies of the Application and Qualifications Assessment will not be accepted. Applications and Qualifications Assessments postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.

Requirements for Admittance to the Examination

Applicants must have a permanent civil service appointment with the California Department of Insurance as of the final filing date in order to take this examination. (See General Information, Promotional Examinations only, for exceptions to this requirement.) In addition, certain exempt employees employed by the Legislature or Executive Branch under Government Code Sections 18990 and 18992, and persons 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 18991, are permitted to participate in civil service promotional exams. All applicants must meet the educational and/or experience requirements for this examination by **January 29, 2016**.

MINIMUM QUALIFICATIONS

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)

And

Either I

Two years of experience in the California state service performing legal duties* at a level of responsibility equivalent to Staff Counsel, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

	<p style="text-align: center;">Or II</p> <p>Broad and extensive experience (more than five years) in the practice of law*. (Experience in California state service applied toward this requirement must include the same number of years of qualifying experience as required in Pattern I above performing the duties of a class at a level of responsibility equivalent to that described in Pattern I.)</p> <p>*Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.</p>
<p>Position Description</p>	<p>Under general direction of a Deputy General Counsel, the Assistant Chief Counsel will plan, organize, direct, coordinate, review, and manage the work of an assigned bureau. The Assistant Chief Counsel will act as legal advisor to top management, formulate legal policy, analyze and prepare memoranda on legal issues, prepare and analyze legislation, represent the department before the Legislature, and participate as a member of top management in the development and implementation of department policy.</p> <p style="text-align: center;"><i>Positions may exist in Sacramento, San Francisco, and Los Angeles.</i></p>
<p>Examination Information</p>	<p style="text-align: center;">Qualifications Assessment - Weighted 100%</p> <p>EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment.</p> <p>The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY. Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.</p>
<p>Examination Scope</p>	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Legal principles and their application, to assign, review, and evaluate work of bureau staff and to provide advice to the Deputy General Counsel, General Counsel, and/or Insurance Commissioner. 2. Provisions of laws, regulations, and Government Code sections administered or enforced (e.g., California Insurance Code, California Code of Regulations, etc.), legal opinions, court decisions, CDI and bureau policies and procedures to ensure actions, advice, recommendations, presentations, and negotiations by the bureau are consistent with the laws, regulations, and rules. 3. Knowledge of primary statutory schemes that govern the administration of California government including the Political Reform Act, Public Records Act, Administrative Procedure Act (rule making and for administrative adjudication), rules relating to incompatible activities and incompatible offices, use of State resources, and the Hatch Act. 4. Administrative law and the conduct of proceedings before administrative law judges to assign, review, and evaluate work of bureau staff and to provide advice

- to the Deputy General Counsel, General Counsel, and/or Insurance Commissioner, and of judicial review of departmental decisions.
5. The processes available to meet the department's Equal Employment Opportunity (EEO) objectives and effectively apply the department policy.
 6. A manager's role in the EEO Program to comply with EEO objectives.

Ability to:

1. Prioritize, assign, and monitor workload of the bureau so that projects are completed in a timely and appropriate manner.
2. Maintain the confidence and respect of others to promote staff morale and improve working relationships with staff, peers, and others.
3. Make decisions and judgments, when necessary, considering the relative costs and benefits of potential actions in order to choose the most appropriate course.
4. Analyze legal principles and precedents and apply them to complex legal and administrative problems.
5. Deal with sensitive matters in a tactful and effective manner.
6. Think critically, using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
7. Present statements of fact, law, and argument clearly and logically in written and oral form.
8. Draft opinions, pleadings, rulings, regulations, and legislation.
9. Effectively contribute to the department's EEO objectives to ensure achievement of a workforce free of discrimination and harassment.

Eligible List Information

A departmental promotional eligible list will be established for the California Department of Insurance. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Career Credits and **Veteran's Preference** points will not be granted in this examination.

GENERAL INFORMATION

The California 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 laws and rules and all competitors will be notified.

For an examination without a written feature, it is the candidate's responsibility to contact the California Department of Insurance, Human Resources Management Division, (916) 492-3254 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the California Department of Insurance offices, the California Department of Human Resources, local offices of the Employment Development Department, and on the internet at www.jobs.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination. Your performance in this examination will be rated against predetermined rating criteria. All competitors who pass will be

ranked according to their scores. Meeting the entry requirements does not assure success in the examination or placement on the employment list.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, are used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees (i.e., former Department employees or current employees on TAU, T&D, and LT status) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Informational Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Candidates must be in a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment of records and personal history and fingerprinting may be required.

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

Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
(916) 492-3300

Release Date: 01/13/16
NN/MA

It is an objective of the State of California to achieve a drug-free state work place. 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.
