Job Posting: C. E. A.

State Compensation Insurance Fund

JC-93044 - C. E. A.  
(Senior Vice President, Regional Operations)

$9,625.00 - $11,465.00

Final Filing Date: 1/12/2018

Job Description and Duties

Are you a self-motivated individual with excellent leadership, analytical, organizational and communication skills?

Do you have a breadth of management experience in the workers’ compensation and/or commercial insurance industries?

If yes, we have an amazing opportunity for you!

State Compensation Insurance Fund is looking for two (2) Senior Vice Presidents (SVP) to lead our Regional Operations based out of our Monterey Park and Santa Ana offices.

POSITION SUMMARY

Under the general direction of the Executive Vice President for Regional Operations, the SVP for Regional Operations is responsible for the full oversight of an assigned State Fund region and for providing strategic management, guidance and leadership to execute enterprise policies and goals to deliver State Fund services throughout the region. S/he is responsible for broker relationships, overall financial performance including policy acquisition and retention, ensuring appropriate pricing and achieving corporate and region-specific objectives and industry benchmarks through effective and efficient use of available resources.

The SVP is a high profile position within the organization responsible for the overall performance of the assigned region with regard to quality, customer service, revenue, policy servicing and the effectiveness of operating policies and processes for all State Fund activities within the region. These activities include, but not limited to, premium audit, loss prevention services, claims, small commercial underwriting, middle-market underwriting and large/specialty account underwriting.

S/he serves as the primary driver for the implementation and ongoing development of State Fund’s matrix management structure and culture to guarantee maximum coordination among the different
State Fund departments operating within the region.

The SVP manages broker relations and promotes State Fund’s commitment to building business relationships that create and maintain loyalty as well as enhance the customer experience. This is a significant feature of the position that requires a deep involvement in the market, professional organizations and institutions within the assigned region.

The incumbent develops operating budgets and adheres to all financial parameters to include position control. S/he will provide leadership and foster a culture that enables State Fund to attract, develop and retain the high quality talent.

Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- C. E. A.

Additional Documents

- Job Application Package Checklist

Position Details

Job Code #: JC-93044  
Position #(s): 402-502-7500-XXX  
Working Title: Senior Vice President, Regional Operations  
Classification: C. E. A.  
$9,625.00 - $11,465.00 B  
# of Positions: 1  
Work Location: Los Angeles County  
Job Type: Career Executive Assignment - Non Tenured, Full Time

Department Information

State Fund is California’s largest provider of workers’ compensation insurance. Established in 1914 by the state legislature, we offer diverse and comprehensive products and services that provide a strong and stable option for employers and injured employees with fast, reliable claims service and medical and indemnity benefits.
Our culture centers on our purpose and values. We exist to provide fairly priced workers' compensation insurance, make workplaces safe, and restore injured workers. We recognize and reward high performance, yet value a healthy work/life balance.

Department Website: [www.statefundca.com](http://www.statefundca.com)

---

**Special Requirements**

Candidates receiving a passing score will be merged onto the existing list for Senior Vice President of Customer Experience. If you have previously participated in this examination (JC-80709) you do not need to re-apply.

**Application Instructions**

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 1/12/2018

**Who May Apply**

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

**How To Apply**

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

**Address for Mailing Application Packages**

You may submit your application and any applicable or required documents to:

State Compensation Insurance Fund  
Attn: Amanda Smart  
PO Box 659015
Sacramento, CA 95865

**Address for Drop-Off Application Packages**

You may drop off your application and any applicable or required documents at:

Amanda Smart  
2275 Gateway Oaks Drive  
Sacramento, CA 95833

08:00 AM - 05:00 PM

**Required Application Documents**

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.jobs.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.

- **Statement of Qualifications** -

  The Statement is a narrative discussion of how the candidate’s education, training, experience, and skills meet the minimum and desirable qualifications and the position responsibilities listed on this bulletin and qualify them for the position. The Statement of Qualifications serves as a 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 nor less than 12 point Ariel font.

- **Resume** is required and must be included.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

**Examination Qualification Requirements**

This position requires an examination to be appointed. Applicants must meet the Minimum Qualifications for the Position in order to compete in the examination. All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.
General Qualifications

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Knowledge and Abilities

Applicants must demonstrate the ability to perform high 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, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department’s or agency’s Equal Employment Opportunity Program objectives; and a manager’s role in the Equal Employment Opportunity Program.

2. Ability to plan, organize, and direct the work of multidisciplinary 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 Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department’s or agency’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):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

Desirable Qualifications
In addition to evaluating each candidate’s relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Ten (10) years’ experience in the Workers’ Compensation insurance industry is preferred
- Three (3) years of policy-operations management experience (underwriting or marketing) or previous Regional Vice President experience in the commercial insurance industry is preferred
- Highly self-motivated
- Exceptional leadership skills
- Demonstrated ability to use good judgment and make sound decisions in sensitive situations while maintaining tact, diplomacy and discretion
- Must be able to travel frequently, often on short notice, throughout the region and the State
- Advanced analytical skills
- Advanced written and oral communication skills
- Proficient in handling multiple priorities
- Demonstrated ability to lead and work as a member of a team
- Outstanding presentation skills
- Ability to adhere to State Fund’s Equal Employment Opportunity principles

**Examination Information**

The examination process will consist of an evaluation of your Standard State Application (Form 678), resume, and statement of qualifications. The Statement of Qualifications will be used to evaluate your experience and education as it relates to the desirable qualifications, position responsibilities, knowledge, skills, and abilities, and may also serve as documentation of each candidate’s ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. Therefore, it is to your advantage to invest the time and effort to completely describe your experience, education, training, knowledge, skills and abilities, as the statement of qualifications will be the basis for your final score and rank on the eligible list. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will be only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department 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.

Special Testing Arrangements

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

Benefits

State Fund employees are eligible for a number of benefits. Our benefit package includes:

Health Benefits Program (CalPERS), Retirement (CalPERS), Employer Health and Consolidated Benefits Contributions, Dental, Vision, 401(k) and 457 Deferred Compensation Plans, Employee Assistance Program, Group Legal Services Insurance, Holidays, Vacation/Sick/Other Paid Leave, Flex Elect Reimbursement Program, Wellness and Recognition, Alternate Work Schedules, Transit Pass Program, Tuition Reimbursement, Dependent Scholarship Program, Leadership Training, Mentoring Program

Contact Information

The Human Resources Contact is available to answer questions regarding the position or application process.

Human Resources Contact:
Amanda Smart
(916) 924-4722
amsmart@scif.com

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:
Rosa Gil-Robles
(323) 981-6707

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.
Background Investigation

Prior to employment with State Compensation Insurance Fund, a background investigation (BI) will be conducted.

Equal Opportunity Employer

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.

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