



**BUSINESS TAXES ADMINISTRATOR I
EXAM CODE: 6EQ15**

Department(s): Board of Equalization
Opening Date: August 8, 2016
Final Filing Date: August 29, 2016
Exam Type: Departmental Promotional
Salary: \$5307.00 to \$6973.00
Location(s): State-wide
Chicago, IL
Houston, TX
New York, NY

INTRODUCTION

*To be considered for this examination, you must use the current application (STD. 678) with a revision date of 10/2013. Applications must include the **EXAM CODE** and **CLASSIFICATION TITLE** indicated on this exam bulletin; failure to provide this information may result in your application not being accepted.*

Written Test Date:

Northern California: October 22, 2016

Southern California: October 18-20, 2016

Out of State locations: Week of October 17, 2016

Your application will not be accepted for this promotional examination unless you are currently a Board of Equalization employee that meets the minimum qualifications or fall under SPB rule 234, 235, Government Code 18990, 18991, and 18992.

EEO

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.

DRUG FREE STATEMENT

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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated in the Minimum Qualifications section of this examination announcement by the written test date. All applications must include "to" and "from" dates (month/day/year), time base, civil service class title (**not working title**) and complete description of duties performed. If additional space is required, duties performed may be included on resume. **Applications/resumes received without complete information will be rejected.**

WHO SHOULD APPLY

This is a departmental promotional examination for the Board of Equalization.

1. Applicants who have a permanent civil service appointment with the Board of Equalization or meet the provisions of the State Personnel Board Rules 234 or 235 by August 29, 2016, the final filing date, in order to take this examination; or
2. Applicants who are a current or former employee of the Legislature for two or more consecutive years as defined in Government Code 18990; or
3. Applicants who are a current or former non-elected exempt employee of the Executive branch for two or more consecutive years as defined in Government Code 18992; or
4. Applicants who are 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.

FILING INSTRUCTIONS

Final Filing Date: **August 29, 2016**

State Applications -- Form STD. 678 (REV 10/2013) -- may be mailed to:

**EXAMINATION & RECRUITMENT SECTION
BOARD OF EQUALIZATION
450 N STREET, MIC: 17
SACRAMENTO, CA 95814**

Do not submit applications to the State Personnel Board/ CalHR.

Applications submitted by mail must be **POSTMARKED** (e.g., United States Postal Service), or personally delivered no later than the final filing date. Applications are available at jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

Note:

Applications postmarked or personally delivered to the Human Resources Division, Room 317, 450 N Street, Sacramento, after the final filing date will not be accepted for any reason.

Do not send your application via interoffice or interagency mail. Applications received in this manner will not be accepted and cannot be returned pursuant to California Code of Regulations 174.

It is the personal responsibility of each examination candidate to submit an examination application and any other required documentation within the timeframe and in the manner specified on this examination bulletin. Candidates are also responsible for obtaining proof of mailing or submission of their application to the Examination & Recruitment Section if necessary. Candidates are encouraged to contact the Examination & Recruitment Section (email: BOEexams@boe.ca.gov or call: (916) 324-4807) to verify receipt of their application before the close-of-business on the final filing date.

SPECIAL TESTING ARRANGEMENTS

If you are disabled and need special testing arrangements, mark the appropriate box on the first page of your application. You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

MINIMUM QUALIFICATIONS

All applications must meet the following entrance requirements for this examination by October 22, 2016 the written test date:

Either I

One year of experience in California state service performing the duties of a Business Taxes Compliance Supervisor I; Associate Tax Auditor, Board of Equalization; Business Taxes Specialist I, Board of Equalization (formerly Staff Tax Auditor, Board of Equalization), or a Business Taxes Compliance Specialist.

Or II

Experience: Three years of increasingly responsible professional auditing experience in governmental, commercial, or public auditing. (Experience in California state service applied toward this requirement must include at least one year of qualifying experience at the level of responsibility at least equivalent to Business Taxes Compliance Specialist; or Associate Tax Auditor, Board of Equalization.) (Experience applied toward this pattern must include at least one year of experience in the supervision of a professional accounting or auditing staff.)

AND

Education: Either

1. Equivalent to graduation from college with specialization in accounting, including satisfactory completion of courses in elementary and advanced accounting, auditing, cost accounting, and business law;

or

2. Completion of either:

a. A prescribed professional accounting curriculum given by a residence or correspondence school of accounting including courses in elementary and advanced accounting, auditing, cost accounting, and business law; **or**

- b. The equivalent of 19 semester units, 16 units of which must have been professional accounting courses given by a collegiate-grade residence institution including courses in elementary and intermediate or advanced accounting, auditing, and cost accounting, and three semester units of business law.

NOTE: If qualifying under a minimum qualifications pattern requiring education, applicants MUST ATTACH a copy of either their official OR unofficial college transcript(s) as proof of obtaining the required degree and/or completion of the required course work indicated. Applicants who do not submit a copy of their transcripts with their application will be eliminated from the examination. Transcripts must indicate applicant name, the name of the institution, and detailed information regarding any required coursework, including: course title; semester/quarter credits earned; name of institution; and completion dates. If a degree is required, transcripts submitted as proof must also show the date the degree was awarded/conferred.

Applicants with foreign transcripts must provide a foreign transcript evaluation that indicates the number of units that his/her foreign course work is equivalent to. The BOE accepts foreign transcript evaluations that are completed by one of the agencies approved by the California Commission on Teachers Credentialing; approved agencies may be found on the Commission's website: www.ctc.ca.gov.

Additionally, applicants must provide official transcripts by time of hire before being considered eligible for appointment.

EXAMINATION INFORMATION

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

Written Test – Weighted 100%

The written test will measure the experience in the following areas:

- A. Written Communication
- B. Situational Judgment
- C. Board of Equalization Knowledge
- D. Math and Accounting Principals

SELECTION PLAN

The written test will be conducted on:

Northern California: October 22, 2016

Southern California: October 18-20, 2016

Out of State locations: Week of October 17, 2016

Examination dates can be subject to change based on administrative and/or departmental needs. Candidates will be notified at least one week prior to the written test date as to the exact time and location of their written exam.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Board of Equalization for: **Houston, Texas; Chicago, Illinois; New York, New York; and throughout California.** 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.

POSITION DESCRIPTION

Under general direction from the District Administrator, employees in this class are responsible for managing the total (audit and compliance) tax program in a branch office or a group of branch offices comprised of four or more staff including three or more professional staff.

KNOWLEDGE AND ABILITIES

The Written Test will assess each competitor's knowledge and abilities, in some or all of the areas listed below:

Knowledge of: General accounting and auditing principles and procedures/and business law; specialized practices and procedures used in tax auditing; general collection principles, procedures, and techniques; specialized collection and compliance procedures and practices used in tax administration; provisions of the tax laws administered by the State Board of Equalization, related legal opinions and court decisions; departmental policies, rules and regulations; organization of the Board of Equalization; principles, practices and trends of public and business administration; principles and techniques of personnel management, supervision and employee-employer relations; departmental administrative goals and policies; and the State Board of Equalization's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

Ability to: Apply the required knowledge; plan, organize, and direct the work of a staff engaged in tax auditing and tax compliance; develop the skills and abilities of subordinate staff; motivate subordinate staff to develop group and organizational goals; resolve complex supervisory and managerial problems; work cooperatively with persons subject to tax or regulation; analyze data and draw sound conclusions; analyze situations accurately and take effective action; prepare clear, complete and concise reports; communicate effectively; and effectively contribute to the State Board of Equalization's equal employment opportunity objectives.

VETERANS PREFERENCE

Veterans' Preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference pursuant to Government Code Section 18973.1, effective January 1, 2014.

CAREER CREDITS

Career Credits do not apply and will not be added to the final score of this examination.

CONTACT INFORMATION

If you have questions concerning this examination, please contact the California State Board of Equalization, Examination and Recruitment Section by email at BOExams@boe.ca.gov or by phone at (916) 324-4807. You may also contact the California State Board of Equalization in writing at 450 N Street, MIC 17, Sacramento, CA 95814.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<https://jobs.ca.gov/Public/Tools/ClassSalarySearch.aspx>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Board of Equalization three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the Board of Equalization three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

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. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

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

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

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and 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 records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 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 the bulletin.

If Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees 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, at the State Personnel Board office or jobs.ca.gov .

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

College Education: The qualifications meeting the requirement “Equivalent to graduation from college” means satisfaction of the requirements for the bachelor’s degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor’s degree or a letter from the college or university stating the applicant has met all of the academic requirements for graduation. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94712.

Veterans’ Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans’ Preference on their website at jobs.ca.gov and on the Application for Veterans’ Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at <https://www.calvet.ca.gov/>.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. Calls may be placed using the following relay system. California Relay Telephone Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929 or from voice phones 1-800-735-2022
