BOARD OF EQUALIZATION
CAREER EXECUTIVE ASSIGNMENT
EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. 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.

DEPARTMENT:	BOARD OF EQUALIZATION	**RELEASE DATE:**	Wednesday, January 20, 2010
POSITION TITLE:	Professional Advisor to Board Member, Fourth District, Monterey Park	**FINAL FILING DATE:**	Wednesday, February 3, 2010
CEA LEVEL:	CEA 1	**EXTENDED FINAL FILING DATE:**	
SALARY RANGE:	$ 6,173.00 - $ 7,838.00 / Month	**BULLETIN ID:**	01202010_6

POSITION DESCRIPTION

Under the general direction of the Chief Deputy to Board Member, the Professional Advisor to Board Member, Board of Equalization, is responsible for providing technical advice on the application of California's tax laws to the Board Member and advising and providing staff support to the Board Member on overall District activities. This includes preparing for meetings in the District related to taxpayer matters including items pending before the full Board. The position is also responsible for organizing outreach and field events for the district and local field offices as well as developing an extensive network with local chambers, small businesses, elected officials and community leaders. The incumbent is responsible for preparing position papers on local, state and national tax issues, responding to constituent correspondence and managing constituent relations and preparing talking points, letters to the editor and other relevant communication documents.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 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 § 18991.

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 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which 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. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and

methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Ability to recognize and understand the political environment and consequences of actions and has an understanding of the roles and responsibilities of constitutionally elected Board Members.

2. Demonstrated experience working in a political environment developing policy and providing high level staff support to an elected official.

3. Demonstrated management and administrative leadership skills, including the ability to facilitate the establishment of priorities.

4. Ability to communicate effectively with taxpayer constituents as demonstrated by strong communications skills; effective negotiating skills and strategies; and particularly the ability to represent the Board effectively with internal Board of Equalization staff, the public, and policy makers.

5. Familiarity of specialized audit, collection, compliance, and property appraisal practices and procedures used in tax administration.

6. Knowledge of tax laws in the areas of business taxes, property taxes, and income taxes.

7. Knowledge of the policies and practices of the Board of Equalization.

8. Strong computer skills, particularly with Microsoft Office.

9. Ability to prepare clear, concise policy papers, correspondence and other materials within a quick turnaround time.

10. Familiarity with local, state and federal government.

11. Familiarity with the 4th district of the Board of Equalization.

12. Experience working with diverse ethnic groups.

13. A willingness to work irregular hours, including weekends, with limited notice and to travel at the request of the Board Member.

14. A willingness to work in a high-rise building.

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 **Professional Advisor to Board Member, Fourth District, Monterey Park**, with the **BOARD OF EQUALIZATION**. Applications will be retained for twelve 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 twelve months.

The examination process may consist of two phases. Phase One - an application and statement of qualification rating. Phase Two - a Qualification Appraisal Interview. The applications will be screened on the basis of the minimum and desirable qualifications. Based on the competitive group, the most qualified candidates may be scheduled for a hiring interview. The Board Member, Mr.

the most qualified candidates may be scheduled for a hiring interview. The Board Member, Mr. Jerome E. Horton, Fourth District will make the final selection.

FILING INSTRUCTIONS
All application materials (Standard State Application, Statement of Qualifications, and Resume) must be received by the Examination and Recruitment Section by the final filing date by 4:00 PM. Faxes will be accepted [(916) 323-3535]; however, the originals must be received prior to the start of the examination. Do not send your application materials via interoffice or interagency mail. Application materials received in this manner will not be accepted and cannot be returned pursuant to California Code of Regulations 174. Application materials personally delivered, faxed, received via U.S. Postal Service, or any other delivery service after 4:00 P.M. on the final filing date will not be accepted. It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and in the manner specified on this examination bulletin. Submit your application materials to: Examination and Recruitment Section, State Board of Equalization, 450 N Street, MIC: 17, Sacramento, California 95814, Attention: Terri Deane.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "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 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 two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

BOARD OF EQUALIZATION, Examination and Recruitment Section
450 N Street, MIC:17, Sacramento, CA 95814
Terri Deane | (916) 323-9562 | TDeane@boe.ca.gov

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 assure 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 BOARD OF EQUALIZATION 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.

Class specs: http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt