

DUTY STATEMENT

SCHEDULE TO BE WORKED/WORKING HOURS Monday through Friday 8 am - 5 pm		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Associate Forest Property Appraiser		WORKING TITLE Forest Property Appraiser	
DEPARTMENT/DIVISION/DISTRICT/UNIT Timber Tax Section		SPECIFIC LOCATION ASSIGNED TO Sacramento	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED CA RPF License
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED NONE	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 290-352-5017-002	

The mission of the State Board of Equalization is to serve the public through fair, effective and efficient tax administration.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Senior Forest Property Appraiser, the Associate Forest Property Appraiser monitors forest products market conditions in order to prepare preliminary harvest values. Performance of the duties provide the necessary support of the division's program to ensure uniform administration of the timber yield tax throughout the State of California and the effective valuation, collection, and proper distribution of yield tax revenue to each county where timber is harvested. Must be able to travel up to 65 percent of the time in/around California's timberlands, including those with rough/rugged terrain, in uninhabited remote areas, and in a variety of weather conditions.

Candidate must be able to perform the following essential job functions with or without reasonable accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
40%	<u>ESSENTIAL JOB FUNCTIONS</u> Participates in the division's ongoing monitoring of forest products market conditions. Researches, investigates, obtains, and analyzes a variety of data to monitor market conditions (e.g. log and mill sales, stumpage sales, non-industrial harvest plans, Forest Service contracts, etc.); contacts companies, operators, professional foresters, the U.S. Forest Service, and other sources to obtain transaction information; performs field review of subject sales to determine logging conditions, species composition, age, quality, and other relevant factors; makes market/revenue projections; updates market indices; and prepares preliminary harvest value schedules to be used in computing the timber yield tax for individual taxpayers. Must be able to travel in/around California's timberlands, including those with rough/rugged terrain, in uninhabited remote areas, and in a variety of weather conditions.
40%	Conducts office and/or field review of harvest operations to ensure accurate reporting of the timber yield tax by the taxpayers. Reconciles and verifies available office records of harvest operations to ensure that data submitted by timber owners complies with timber yield tax laws and rules; makes comparisons between reported and expected information to ensure that taxpayer reporting is proper; reviews, compares and reconciles documents, such as sale records, field reports, and harvest plans with taxpayer harvest reports to ensure accurate reporting. May be required to perform a field review and timber cruise of the subject operation and is responsible, through the Senior Forest Property Appraiser, for the final recommendations to the audit staff when discrepancies with the taxpayer exist.
10%	Performs complex market and harvest condition analyses (e.g. log scale/weight/scale equivalence studies, log price index studies, trends in forest product market conditions, sales and value time adjustments, etc.).
5%	Performs a variety of general appraisal and forestry duties (e.g. new employee training, assistance and advice to taxpayers and/or interested parties regarding the timber yield tax law and the proper preparation of harvest reports, tax returns, and other duties as necessary and required.
5%	<u>MARGINAL JOB FUNCTIONS</u> Other job-related duties as required.

--	--

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

- Cruise timber stands by foot requiring walking over a variety of rough/uneven surfaces.

Physical Abilities:

- Drive long distances in four-wheel drive vehicles over a variety of driving surfaces such as highways, logging roads, and generally rugged terrain; commonly under adverse weather conditions.

Additional Requirements/Expectations:

- Obtain a BOE appraiser certification within 12 months of employment.
- Possess a valid California driver's license.
- Must be able to travel up to 65 percent of the time in/around California's timberlands, including those with rough/rugged terrain, in uninhabited remote areas, and in a variety of weather conditions.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
---------------------	----------------------	------

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
-----------------------	------------------------	------

HRD Approval Date:	C&P Analyst Initials:
---------------------------	----------------------------------