

STATE BOARD OF EQUALIZATION DUTY STATEMENT

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| CIVIL SERVICE CLASSIFICATION Associate Governmental Program Analyst | | WORKING TITLE Board Proceedings Administrative Analyst | |
| UNIT/DISTRICT/LOCATION Board Proceedings Division | | POSITION NUMBER 290-333-5393-013 | |
| SEERA DESIGNATION Rank and File | BARGAINING UNIT 01 | WORK WEEK GROUP 2 | CERTIFICATES REQUIRED None |
| FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | SUPERVISION EXERCISED No | |

Job Requirements

Knowledge of:

- BOE policies and procedures
- Quentin L. Kopp Act
- Bagley-Keene Open Meeting Act
- Administrative Procedures Act
- Statutory and regulatory filing requirements (Rules for Tax Appeals)
- Analytical methodologies
- Communications skills (oral and written)
- Completed staff work
- Use of software applications such as Microsoft Word, Excel, Outlook, Access

Ability to:

- Exercise good judgment independently
- Formulate and implement creative solutions to difficult problems
- Create and maintain positive working relationships with all levels of the BOE and taxpayers and/or their representatives
- Manage a heavy workload with multiple and/or changing priorities
- Follow through with completed staff work; meet deadlines
- Analyze or evaluate issues/situations accurately and take effective action
- Travel occasionally
- Work in high-rise building

Desirable Qualifications

- Demonstrated ability to act independently
- PC experience in MS Word, MS Outlook, Excel, Access, and IRIS
- Ability to identify trends and effectively incorporate innovative solutions
- Flexibility and willingness to adjust to changing assignments and priorities
- Strong work ethic

Statement of Position

Under the direction of Manager, Board Proceedings Administrative Section (BPAS), the Associate Governmental Program Analyst performs complex analytical staff services assignments, program evaluation and planning, forecasting, and/or advisory duties for the Board Proceedings Division (BPD). Assist the manager of the Administration Section, which provides services related to the appeals process and Board meetings for the Board Members, Executive Director, Deputy Directors and their managers responsible for all organizational components of the Board of Equalization. Perform other job-related duties as required.

***Candidate must be able to perform the essential job functions (*) with or without reasonable accommodations.**

| PERCENTAGE OF TIME SPENT | DUTIES |
|--------------------------|--|
| 40%* | Interpret and apply applicable laws, rules, regulations, and acts in the daily review and analysis of items proposed for placement on Board meeting Public Agenda Notices; communicate changes and provide recommendation of disposition to management. Continually review policies and procedures related to the conduct of Board meetings and make recommendations to management on necessary changes. Assists with preparation and review of materials and cases to be presented at Board meetings in order to produce an error free agenda and supporting Board materials. Attend Board Meetings and serve as assistant to the Chief of Board Proceedings, as well as lead to the Sergeant of Arms. Facilitate distribution of Board Meeting materials, both hard copy and electronic. Act as liaison between BPD and departments to obtain signatures for approved calendars, verify information contained in the Day-of-Binders, post Public Agenda Notice and all related materials to the internet, and PRA/IPA requests related to the Board Meetings. Coordinates, organizes and implements Board Member directives related to changing processes, procedures and practices affecting Board meeting organization and operations. |
| 35%* | Functions as the lead analyst to BMAS section, coordinate staff efforts in the day to day operation by utilizing analytical techniques and program guidelines to achieve the departmental goals and objectives at the direction of management. Review and approve work completed by staff. Train and educate staff users on proper procedures and techniques to effectively perform their job using board information systems (e.g., IRIS) and various operational manuals or materials in accordance with Board policies and procedures. Assist in conducting meetings and/or participate as a member of various committees with Board of Equalization (BOE) employees or employees from other agencies to achieve desired outcomes or objectives utilizing various resources/skills (e.g., communication, interpersonal skills, tact, diplomacy, professionalism, expertise, etc.) as needed. Acts as backup to the Contribution Disclosure Analyst, Vote Recorder and the Regulations Coordinator. |
| 25% | Work on special projects and or assignments delegated by management to enhance and develop innovative procedures and guidelines to be utilized by board staff by using prior experience and specialized training. Schedule and assist in conducting meetings to inform staff of regulatory, legislative, OPS Memos, and procedures changes to maintain consistencies in decision making process that will affect the Board using oral and written correspondence. Identify program trends and potential communication solutions. Research, recommend, and develop changes to program policies and procedures to maintain consistency throughout the appeals administrative process. Responsible for planning, organizing, and implementing major projects of high complexity or sensitivity and broad impact such as the Board Member directives, Board Annual Workload Plan; Board Meeting Reference Manual, and implementation of Program Plan goals and objectives. Assist with the 3 year plan for Board Proceedings Division. |

HRD Approved 05/14/10 ~ JS

I have read this duty statement and fully understand my assigned duties.

EMPLOYEE'S SIGNATURE

DATE

I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE

DATE