

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Business Taxes Administrator II		WORKING TITLE Supervisor, Policy and Staff Development Section	
UNIT/DISTRICT/LOCATION County-Assessed Properties Division		POSITION NUMBER 290-302-4331-xxx	
SEERA DESIGNATION Nonrepresented	BARGAINING UNIT S01	WORK WEEK GROUP E	CERTIFICATES REQUIRED BOE Appraiser Certificate
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED Yes	

Job Requirements

Knowledge of:

- Organization and functions of the Board of Equalization (Board).
- The tax laws, rules, and regulations, including related legal opinions and court decisions pertaining to the programs administered by the Board.
- Property tax laws, rules, and regulations, including related legal opinions and court decisions.
- Departmental administrative policies and procedures.
- General accounting and auditing principles and procedures and business law.
- General collection principles, procedures, and techniques.
- Specialized collection and compliance practices and procedures used in tax administration.
- Principles, practices, and trends of public and business administration
- Principles and techniques of personnel management, supervision, and employee-employer relations.
- The Board's administrative goals and policies.
- The Board's Equal Employment Opportunity Program goals and objectives.
- A manager's role in the Equal Employment Opportunity Program and the processes available to meet the objectives.

Ability to:

- Apply the above knowledge effectively.
- Plan, organize, and direct the work of multidisciplinary professional and administrative staff engaged in tax auditing and tax compliance.
- Develop the skills and abilities of staff.
- Motivate staff to develop group and organizational goals
- Resolve complex supervisory and managerial problems.
- Work cooperatively with taxpayers subject to tax/fee or regulation.
- Analyze data and draw sound conclusions.
- Develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches.
- Handle situations accurately and take effective action.
- Prepare clear, complete, and concise reports.
- Communicate effectively both verbally and in writing.
- Handle shifting priorities, work under pressure, and perform special assignments.
- Effectively contribute to the Board's Equal Employment Opportunity Program objectives.
- Travel up to 10%.
- Work in a high-rise building.

(Rev. 5/1/14)

Statement of Position

Under the general direction of the Business Taxes Administrator III, Policy and Administration Unit, County-Assessed Properties Division (CAPD), the Supervisor, Policy and Staff Development Section, is responsible for planning, organizing, directing, and evaluating the work of staff in the Policy and Staff Development Section. The Policy and Staff Development Section updates Assessors' Handbook Sections, addresses complex property tax issues and develops training materials for Property Tax staff, develops and implements workforce and succession plans for the Property Tax department, recruits employees and develops their knowledge, skills and abilities, and trains them in all aspects of California Property Taxation. Travel to in-state locations may be required up to 10% of the time. Candidate must be able to perform the following essential (*) job functions with or without reasonable accommodations.

- *70% Plans, organizes, directs, and evaluates the on-going work of the Policy and Staff Development Section. Analyzes reviews and edits updates to Assessors' Handbook Sections and other documents and publications addressing complex property tax issues and related training materials completed by staff. Work with Property Tax management and staff to develop and implement training plan and materials for Property Tax staff. Develop and implement workforce and succession plan for the department to include recruitment of employees and developing their knowledge, skills and abilities, and training in all aspects of California Property Taxation.
- *15 Responsible for handling Property Tax reclassification projects in the effort to make positions and salaries in Property Tax consistent with similar positions in the agency. Coordinate with management and work with Human Resources in this effort to address recruitment difficulties. Schedules and conducts meetings with county assessors and their staff to discuss development and implementation of program involving training BOE staff on local property tax assessment issues.
- *10% Determines staffing needs for the section, develops and sets priorities; interviews and hires new employees; ensures that employees take mandatory training classes and provides training or oversight of training of new and current employees; maintains and reviews measures of employee performance and output; evaluates employee work performance, prepares performance evaluations, and handles corrective action issues appropriately; and prepares and maintains monthly production reports.
- 5% Participates in the evaluation and formulation of division and department policies as a member of the Property and Special Taxes Department management team. Represents the division in meetings of the Board and Board committees, the California Assessors' Association and its committees, other government agencies, and property taxpayers' groups. Performs other duties as required.

*denotes essential functions of the position

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

(Rev. 5/1/14)