

DUTY STATEMENT

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Business Taxes Specialist II		WORKING TITLE Legislative Specialist	
DEPARTMENT/DIVISION/DISTRICT/UNIT Legislative Division		SPECIFIC LOCATION ASSIGNED TO Sacramento, CA	
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	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED May act as a lead person	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 290-307-4379-006	

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 supervision of the Staff Services Manager III, Legislative Section, the Legislative Specialist functions as a high level technical expert in legislative matters pertaining to programs affected by federal legislation, including legislative program development, policy, and coordination; develops complete legislative proposals impacting the Board of Equalization's (BOE's) programs related to state and federal nexus issues; analyzes and evaluates the most complex proposed legislation relating to the BOE's programs; acts as a consultant, policy advisor, and technical expert on federal legislative issues to the Legislative Counsel, the Executive Director, and high-level management staff. Also, on federal legislative matters, represents the Board before the Legislature, legislative committees, individual legislators, legislative committee consultants, legislative advocates, the Department of Finance, other state agencies, local government, and major public interest groups.

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

PERCENTAGE OF TIME SPENT	DUTIES
65%	<p><u>ESSENTIAL JOB FUNCTIONS</u></p> <p>Development and Evaluation of Legislative Proposals and Amendments Personally develops complete legislative proposals to make major program changes, including state and federal nexus legislation; personally evaluates legislation and prepares written analyses of the most complex sales and use tax legislation for executive management and for distribution to the Legislature and other interested parties; personally advises legislators, legislative committee consultants, legislative advocates, the Department of Finance, other federal, state, and local government agencies and the public on policy and technical tax issues; personally designs, drafts, and negotiates amendments with legislators, legislative committee consultants, legislative advocates and the Governor's office.</p>
15%	<p>Monitor Legislation and New Program Development Identifies and monitors issues that may impact the Board's operational processes or enforcement/compliance activities from a political perspective; monitors the development and implementation of new programs from a political/policy perspective. Participates in the development of responses to these related issues and new programs.</p>
10%	<p>Presentations As one of the Board's legislative advisors, makes presentations to Board staff and other outside interested parties when requested on pending or recently enacted legislation. Represents the Board before the Legislature and assists with presenting Board proposals and/or formal testimony at legislative committee.</p>
10%	<p><u>MARGINAL JOB FUNCTIONS</u></p> <p>Revenue and Cost Estimates Acts as the liaison with the Research and Statistics Section and reviews revenue estimates for legislation, with particular regard for political ramifications. Personally develops the estimated cost impact for the Board's department-wide operational processes. Performs other job related duties as required.</p>

290-307-4379-006

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

Work Environment:

- Work in a high-rise building

Physical Abilities:

-

Additional Requirements/Expectations:

-

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: 11/20/15

C&P Analyst Initials: MJG