

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Staff Services Analyst		WORKING TITLE Staff Services Analyst	
UNIT/DISTRICT/LOCATION County-Assessed Properties Division		POSITION NUMBER 290-302-5157-XXX	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP 02	CERTIFICATES REQUIRED None
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED None	

Job Requirements

Knowledge of:

- Departmental administrative policies, rules, and regulations.
- Property tax laws; rules and regulations administered by the Board of Equalization.
- Functions and operations performed by the County-Assessed Properties Division, State-Assessed Properties Division and other Property and Special Taxes Department divisions, the Legal Department, the elected Board, and county assessors' offices.
- Basic appraisal terminology.
- Departmental training policy and procedures.

Ability to:

- Apply analytical skills to develop solutions for decision making.
- Research difficult and complex issues using available resources.
- Respond to written and telephone inquiries.
- Evaluate situations and develop alternatives.
- Prepare clear, complete, and concise reports.
- Create and maintain cooperative working relationships.
- Work independently and function effectively under pressure and adjust to changing assignments and priorities.
- Communicate effectively.
- Operate a Windows-based personal computer and Microsoft Word, Access, Excel, and Outlook programs.
- Prioritize workload to accommodate rush situations and schedules.

Statement of Position

Under the general supervision of a Staff Services Manager I (SSM I), County-Assessed Properties Division (CAPD), the Staff Services Analyst (SSA) performs a variety of administrative and analytical functions to assist management to implement policies and develop procedures in the Property Tax Department. The SSA may assist in providing guidance, training, and directions to the support staff to perform various administrative support functions within the Property Tax (PT) Department.

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

PERCENTAGE OF TIME SPENT	DUTIES
*65%	<p>Researches, compiles, and processes information relating to departmental policy and procedures. Prepares independently or assists in the preparation and publication of reference source materials such as desk manuals, operations memos, booklets, workbooks, and technical documents used for educational and instructional purposes for Property Tax staff, county assessors' staff, and other interested parties.</p> <p>Assists in compiling, analyzing, and preparing statistical data used to compile reports, e.g., the Budgets and Workload Report and the Salary Survey Report, that are distributed to the Board Members, county assessors, and other interested parties. Performs other special assignments/projects and prepares various reports needed by upper management, supervisors, appraisers, or auditor-appraisers.</p> <p>Independently researches and gathers information to assist in the preparation of the Department's annual budget, operational plan and program plan; research and analyze the Department's annual workload requirements; accumulates and review information on time incurred for various tasks, functions, and projects; analyzes and updates production standards for work; assist in the assessment of the Department's annual overtime needs. Annually tracks resource and overtime expenditures; prepare and forward overtime reports to Division and Department management.</p> <p>Independently, reviews and analyzes inquiries and proposals for action in processing Board Roll corrections, escaped and/or excessive assessments. Determine the reasonableness of the proposed action and/or develop alternative options for implementation.</p> <p>Acts as lead person to support staff as needed. Provides training and advices and directs support staff in the performance of their assignments.</p>
*15%	<p>Acts as the Property Coordinator for the division of County-Assessed Properties and State-Assessed Properties. Prepares appropriate supporting documentation associated with the annual inventory report to Accounting Branch.</p>
*10%	<p>Acts as the Training Coordinator. Prepares a variety of training reports and correspondences to Division Management addressing training budget, allocations of training resources, and availability of training funds.</p>
*5%	<p>May assist in supporting staff as needed. Provides training and advices and directs support staff in the performance of their assignment.</p>
5%	<p>As necessary, performs other job related duties to cover workload.</p>

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