

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Staff Services Analyst		WORKING TITLE Quality Control Analyst	
UNIT/DISTRICT/LOCATION State-Assessed Properties Division/Sacramento		POSITION NUMBER 290-312-5157-003	
SEERA DESIGNATION R	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS REQUIRED Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		SUPERVISION EXERCISED None	

Job Requirements

Knowledge of:

- Departmental administrative policies, rules, and regulations
- Property tax law and rules pertaining to state-assessed properties and private railroad cars
- Functions and operations performed by the State-Assessed Properties Division and other Property and Special Taxes Department divisions, the Legal Department, the elected Board, county assessors' and county auditors' offices
- Basic appraisal terminology
- Processes of the Board Roll system
- Departmental training policy and procedures
- Knowledge of personal computers, including various software packages such as word processing, spreadsheets and relational database programs for report writing, data analysis and presentations

Ability to:

- Apply analytical skills to develop solutions for decision making.
- Research difficult and complex issues using available resources
- Respond to written and telephone queries
- Evaluate situations and develop alternatives
- Use tact and good judgment in dealing with fellow employees, the public, and other governmental entities
- Work independently and function effectively under pressure
- Use good communication skills
- Work tactfully and efficiently with a variety of personnel, including Board Members staff, county personnel, assessors' staffs, state assesses, and the general public
- Use of office equipment, including a personal computer and modem, microfiche reader/printer, electronic calculator, copier, and other typical office equipment
- Must be able to sit for extended periods of time
- Prioritize workload to accommodate rush situations and schedules
- Work in a high-rise building

Statement of Position

Under the supervision of the Chief, State-Assessed Properties Division (SAPD), the Staff Services Analyst (SSA) performs a variety of administrative and analytical functions to assist management to implement policies and develop procedures in the state-assessed property and private railroad car programs operations. The SSA conducts research and analysis for processing and preparation of the Board Roll of State-Assessed Property (Board Roll). Develops options and advises State-Assessed Properties Division management to address processing of Board Roll corrections. The Board Roll contains property tax assessed values for ad valorem tax purposes for "state-assessed" property as defined in Section 19, Article XIII of the Constitution. The SSA may assist in providing guidance, training and directions to the support staff to perform various administrative support functions within SAPD.

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

PERCENTAGE OF DUTIES
TIME SPENT

- *55% Researches, compiles, and processes information relating to division policy and procedures. Prepares independently or assists 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 State-Assessed Properties Division staff, state assessees, private railroad car assessees and other interested parties.

Assist in compiling, analyzing, and preparing statistical data used to compile reports that are distributed to the Board Members for decision making purposes.

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.

Organizes and monitors the assessment appeals function for the State-Assessed Properties Division; consults with managers, supervisors and appraisal staff to determine staffing resources and appeal workload requirements, evaluates findings and make recommendation to management to finalize appeals workload plan; notifies staff of important dates in the appeal process; coordinates scheduling and monitors progress of assessment appeals with the Property Taxes Administration, Board Proceedings Division, and Legal Department. Oversees the maintenance of the official division assessment appeals files.
- *15% Organizes and monitors the Property Statement extension process, i.e., maintains a control log, tracks the status of extensions requests filed, periodically distributes status reports to all affected division personnel. Performs review of name and address assessee and elected official databases to verify accuracy and timely update.
- *10% Acts as the State-Assessed Properties Division Private Railroad Car (PRC) Delinquent Accounts Representative.. Collects on past due PRC accounts, creates and maintains lien and levy notices. Processes write offs for uncollectable accounts and lien releases for satisfied accounts. Requests refunds and warrants when accounts necessary. Creates annual reports on delinquent accounts and maintains all delinquent account files and records.
- *10% Performs higher level special assignment/s projects by researching and compiling information and preparing reports needed by upper management, supervisors, appraisers or auditor-appraisers. May assist support staff as needed. Provides training and advises and directs support staff in the performance of their assignments. Performs other special assignments/projects and prepares various reports needed by upper management, supervisors, appraisers or auditor-appraisers.
- *10% As needed, performs other job related duties to cover workload.

EPC

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

EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S SIGNATURE	DATE