

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Business Taxes Administrator III		WORKING TITLE Manager, Special Operations Branch	
UNIT/DISTRICT/LOCATION		POSITION NUMBER	
SEERA DESIGNATION Managerial	BARGAINING UNIT M01	WORK WEEK GROUP E	CERTIFICATES REQUIRED None
FIGNER PRINTS REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISION EXERCISED Direct	

Job Requirements

Knowledge of:

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

Ability to:

- Apply the required knowledge.
- Plan, organize, and direct staff engaged in tax administration.
- Interview, select, and develop the skills and abilities of subordinate staff.
- Motivate subordinate staff to develop group and organizational goals.
- Resolve complex supervisory and managerial problems.
- Work effectively with those contacted in the course of work, including persons subject to tax or regulation.
- Analyze data and draw sound conclusions.
- Analyze situations accurately and take effective action.
- Prepare clear, complete, and concise reports.
- Communicate effectively.
- Work in a high rise building.
- Effectively contribute to the State Board of Equalization's Equal Employment Opportunity objectives.

Desirable Qualifications

- Ability to work under pressure and use tact in working with confidential and politically sensitive material.
- Fairness, patience, and sound judgment.
- Ability to effectively handle adverse situations.
- Ability to handle shifting priorities and direct special assignments.

*HRD Approved by DRD on 02/05/2014

Statement of Position:

Under the administrative direction of the Chief, Investigations and Special Operations Division, the Business Taxes Administrator III manages the division's Special Operations Branch. This includes the division's audit, audit billing, bankruptcy, liens, and special collections programs on all BOE tax programs including the Sales and Use tax laws, Motor Vehicle and Fuel tax laws, and the various State Excise tax laws. The incumbent plans and organizes tax administration work, directs audit and compliance staff through subordinate supervisors, and advises executive management on policy, program development, and complex problems and issues within the program's area of responsibility.

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

PERCENTAGE OF TIME SPENT	DUTIES
55%*	Assigns work to subordinate supervisors, sets priorities and deadlines, monitors work flow and progress, makes adjustments for unexpected developments and problems, and otherwise ensures that quality work is completed on a timely basis. Maintains a productive work environment that is free from discrimination and harassment. Ensures adherence to laws, regulations, and policies relating to office management. Reviews staff actions and work products to determine if they are appropriate, accurate, and complete. Assists subordinate supervisors and staff with technical questions and problems. Ensures that staff training and development needs and goals are identified and that appropriate action is taken to meet them. Works with subordinate supervisors in the recruitment and selection of staff.
25%*	Plans, organizes, and directs the work for the division's Special Operations Branch. Provides leadership in short and long range planning for these areas. Continuously reviews assigned programs for efficiency and effectiveness, and makes/recommends improvements as needed. Ensures overall coordination between the Special Operations Branch and other BOE headquarters and field programs and units.
10%*	Responds to questions from Legal Department and BOE management on assigned functions and programs, and provides expert consultation and advice in these areas. Personally performs the most difficult and sensitive work assignments. Represents the Investigations and Special Operations Division in a variety of meetings and informs management of meeting results, issues, follow-up needs, etc.
10%	As needed, perform other job-related duties to cover the workload.

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

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