

# VACANCY ANNOUNCEMENT

## STATE BOARD OF EQUALIZATION

450 N Street, Sacramento, CA 95814

### *You are invited to apply . . .*

for any of the positions listed on the attached pages.

To apply, you must be eligible for appointment from a California State Civil Service List, or you must be a State of California employee who is within transfer range of the new position. Training and development assignments and lateral transfers may be considered for most positions.

All appointments are subject to and pending departmental approval.

Some positions may require that you work in a high-rise building.

### *We are looking for . . .*

well-qualified men and women in a variety of professional positions, including tax accountants, appraisers, programmers, analysts, business taxes representatives, and tax auditors. Employees of the Board of Equalization are part of a team whose members care about them as well as the job they do. And because they do, you will be given responsible jobs, excellent training, and many opportunities to accomplish your professional goals.

### *To apply, submit a standard state application form . . .*

and other requested information to the contact listed for the vacancy.



Drug-free workplace. It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing civil service and the special trust placed in public servants.

An affirmative action employer. Equal opportunity to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious creed, political affiliation, age, sexual orientation, or medical condition.

**Job Hotline**  
(recording)  
916-322-9703  
CalNet 492-9703

**TDD Assistance**  
TDD Phones: 1-800-735-2929  
Voice Phones: 1-800-735-2922

**Equal Employment  
Opportunity Office**  
916-322-7639  
CalNet 492-7639

Date: 8/2/00

Directory Number 332

**BOARD OF EQUALIZATION**

**NOTE: SALARIES USED IN THESE VACANCIES MAY NOT REFLECT ALL PAY RAISES. VERIFY SALARIES WITH BOE PERSONNEL OFFICE BEFORE MAKING COMMITMENTS.**

**ASSOCIATE INFORMATION SYSTEMS ANALYST/290-381-1470-027**

Location: Technology Services Division

Salary: 3952-4805 Time Base: P/FT VPOS Date: 7/28/00\*

Contact: Monica Villanueva  
450 N Street, MIC: 26  
Sacramento, CA 95814  
(916) 322-4313

Develop plans and coordinate network projects; product evaluation and recommendation; must have strong analysis, interpersonal presentation and writing skills. Knowledge of emerging technologies.

FILING DATE: 8/11/2000

5526

**ASSOCIATE PERSONNEL ANALYST/290-331-5142-847**

**STAFF SERVICES ANALYST/290-331-5157-847**

Location: Classification Section

Salary: 3764-4576 Time Base P/FT VPOS Date: 8/2/00\*  
2411-3805

Contact: Estella Simoneau  
450 N Street, MIC: 16  
Sacramento, CA 95814  
(916) 323-6202

Provides guidance and consultation to supervisors on employee discipline issues; write adverse actions; reviews personnel action requests for proper allocations; conducts Classification and pay duties. Develops Classification board items. Applications will be screened for competitiveness.

FILING DATE: 8/16/2000

5547

\*Date entered into VPOS

**BOARD OF EQUALIZATION**

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**ASSOCIATE PROPERTY APPRAISER/290-322-5444-017**

Location: County Property Tax Division  
Salary: 3952-4805 Time Base P/FT VPOS Date: 7/28/00\*  
Contact: Arnold Fong  
P.O. Box 942879  
Sacramento, CA 94279-0062  
(916) 324-2791

Incumbent serves as member of survey team which reviews assessment practices of county assessors' offices for compliance with property tax laws and rules. Incumbent also conducts real property review appraisals. Up to 50% travel. Must work in high rise building.

FILING DATE: 8/11/2000 5520

**ASSOCIATE TAX AUDITOR/290-053-4281-021**

Location: Riverside  
Salary: 3952-4805 Time Base P/FT VPOS Date: 7/28/00\*  
Contact: Carl L. Herth  
3737 Main St., Ste. 1000  
Riverside, CA 92501  
(909) 680-6718

Interested candidates must possess the knowledge of tax law and meet specific educational requirements. Under supervision of the Supervising Tax Auditor, the Auditor independently conducts the more difficult and complex field audits.

FILING DATE: 8/11/2000 5538

\*Date entered into VPOS

**BOARD OF EQUALIZATION**

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**ASSOCIATE TAX AUDITOR/290-113-4281-006**

Location: Ventura

Salary: 3952-4805 Time Base P/FT VPOS Date: 7/28/00\*

Contact: Robert Kaudse  
4820 McGrath St., Ste. 260  
Ventura, CA 93003  
(805) 677-2773

Interested candidates must possess the knowledge of tax law and meet specific educational requirements. Under the direction of the Supervising Tax Auditor, the Associate Tax Auditor performs the more difficult audits and complex assignments that require a high degree of auditing.

FILING DATE: 8/11/2000

5539

**ASSOCIATE TAX AUDITOR/290-467-4281-001**

Location: Centralized Review

Salary: 3952-4805 Time Base P/FT VPOS Date: 7/28/00\*

Contact: Sid Zigelman  
450 N Street, MIC: 94  
Sacramento, CA 95814  
(916) 322-7264

Interested candidates must possess the knowledge of tax law and meet specific educational requirements. Under the general supervision of the Supervising Tax Auditor II, is responsible for the general review of the field audit report for billing purposes and processes the on-line billing or refunds.

FILING DATE: 8/11/2000

5540

\*Date entered into VPOS

**BOARD OF EQUALIZATION**

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**ASSOCIATE TAX AUDITOR/290-327-4281-004**

Location: Riverside

Salary: 3952-4805 Time Base P/FT VPOS Date: 8/1/00\*

Contact: Mike O'Neill

3737 Main Street, Suite 750

Riverside, CA 92501

(909) 680-6782

Interested candidates must possess the knowledge of tax law and meet specific educational requirements. Under the general direction of a Business Taxes Administrator I, the incumbent conducts fraud/tax evasion audits of a more difficult nature in all program areas. Prepares appropriate audit reports and conducts field observations. Up to 50% travel.

FILING DATE: 8/15/2000

5546

**BUSINESS TAXES COMPLIANCE SPECIALIST/290-481-8694-004**

Location: Return Analysis

Salary: 3952-4805 Time Base P/FT VPOS Date: 7/28/00\*

Contact: Rod Kelleher

450 N Street, MIC: 35

Sacramento, CA 95814

(916) 327-7225

Under direction of a Gas Team Supervisor Specialist independently handles most complex compliance cases, acts as expert resource for group responsible for return processing functions of prepayment tax on Fuel Distribute Programs. Strong analytical, written and verbal skills a must.

FILING DATE: 8/11/2000

5522

\*Date entered into VPOS

**BOARD OF EQUALIZATION**

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**BUSINESS TAXES COMPLIANCE SPECIALIST/290-468-8694-006**

Location: Centralized Collection Section

Salary: 3952-4805 Time Base LT/FT VPOS Date: 7/28/00\*

Contact: John Emmett  
450 N Street, MIC: 95  
Sacramento, CA 95814  
(916) 323-7655

Under the direction of a Business Taxes Compliance Supervisor II, the Tax Compliance Specialist independently performs the most difficult investigations of problems and legal collection cases. Limited Term Position may become Permanent.

FILING DATE: 8/11/2000

5530

**BUSINESS TAXES REPRESENTATIVE/290-481-8690-061**

Location: Return Analysis Section

Salary: 2658-3995 Time Base P/FT VPOS Date: 7/28/00\*

Contact: Steve Guest  
450 N Street, MIC: 35  
Sacramento, CA 95814  
(916) 323-6470

Interested candidates must possess the knowledge of tax law and meet specific educational requirements. Under supervision of BTCSII, BTR performs specific function to ensure compliance in filing of returns. Must be willing to work in high rise building.

FILING DATE: 8/11/2000

5521

\*Date entered into VPOS

**BOARD OF EQUALIZATION**

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**BUSINESS TAXES REPRESENTATIVE/290-481-8690-048**

Location: Return Analysis Section

Salary: 2658-3995 Time Base P/FT VPOS Date: 7/28/00\*

Contact: Sandie Garcia  
450 N Street, MIC: 35  
Sacramento, CA 95814  
(916) 445-5433

Interested candidates must possess the knowledge of tax law and meet specific educational requirements. Under supervision of BTCSII, BTR performs specific functions to ensure compliance in filing of returns. Must be willing to work in high rise building.

FILING DATE: 8/11/2000

5523

**BUSINESS TAXES SPECIALIST I/290-494-4380-307**

Location: Fuel Industry Section

Salary: 4343-5027 Time Base P/FT VPOS Date: 7/28/00\*

Contact: Lou Feletto  
450 N Street, MIC: 30  
Sacramento, CA 95814  
(916) 323-9401

Interested candidates must possess the knowledge of tax law and meet specific educational requirements. Conducts audits of the largest, most difficult, fuel tax accounts. Position requires 50% in-state and out-of-state travel. Out-of-state travel qualifies for out-of-state pay differential.

FILING DATE: 8/11/2000

5532

\*Date entered into VPOS

**BOARD OF EQUALIZATION**

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**BUSINESS TAXES SPECIALIST I/290-494-4380-303**

Location: Fuel Industry Section

Salary: 4343-5027 Time Base P/FT VPOS Date: 7/28/00\*

Contact: Lou Feletto

450 N Street, MIC: 30

Sacramento, CA 95814

(916) 323-9401

Interested candidates must possess the knowledge of tax law and meet specific educational requirements. Conducts audits of the largest, most difficult, fuel tax accounts. Position requires 50% in-state and out-of-state travel. Out-of-state travel qualifies for pay differential.

FILING DATE: 8/11/2000

5533

**BUSINESS TAXES SPECIALIST I/290-494-4380-302**

Location: Fuel Industry Section

Salary: 4343-5027 Time Base P/FT VPOS Date: 7/28/00\*

Contact: Lou Feletto

450 N Street, MIC: 30

Sacramento, CA 95814

(916) 323-9401

Interested candidates must possess the knowledge of tax law and meet specific educational requirements. Conducts audits of the largest, most difficult, fuel tax accounts. Position requires 50% in-state and out-of-state travel. Out-of-state travel qualifies for pay differential.

FILING DATE: 8/11/2000

5534

\*Date entered into VPOS

**BOARD OF EQUALIZATION**

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**BUSINESS TAXES SPECIALIST I/290-311-4380-017**

Location: Legal

Salary: 4343-5027 Time Base P/FT VPOS Date: 7/31/00\*

Contact: Patricia Hudgins  
450 N Street, MIC: 83  
Sacramento, CA 95814  
(916) 323-4409

Interested candidates must possess the knowledge of tax law and meet specific educational requirements. Under direction of the Supervising Tax Auditor II and the Assistant Chief Counsel in the Legal Settlement and Administration, analyze proposed settlement offers for appropriate criteria. Analyze audit reports and all working papers to determine if liability is conducive for settlement.

FILING DATE: 8/14/2000

5543

**OFFICE ASSISTANT (G)/290-392-1441-709**

Location: Cashiers

Salary: 1775-2370 Time Base P/FT VPOS Date: 7/28/00\*

Contact: Carol Heale  
450 N Street, MIC: 13  
Sacramento, CA 95814  
(916) 323-2244

Add, encode checks and open mail. Mandatory overtime during peak times at 3 hours minimum per day. Work hours 6:00 a.m. to 2:30 p.m. Fingerprinting required.

FILING DATE: 8/11/2000

5525

\*Date entered into VPOS

**BOARD OF EQUALIZATION**

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**SENIOR PROGRAMMER ANALYST/290-381-1583-015**

Location: Technology Services Division  
Salary: 4767-5794 Time Base P/FT VPOS Date: 7/28/00\*  
Contact: Jan Yokoi  
450 N Street, MIC: 26  
Sacramento, CA 95814  
(916) 322-3871

Provide support and administration of databases and technical tools for the ADABAS/NATURAL environment. Strong analytical and technical skills are required. This is a lead/expert position.

FILING DATE: 8/11/2000

5529

**STAFF PROGRAMMER ANALYST/290-381-1581-182**

Location: Technology Services Division  
Salary: 4334-5269 Time Base P/FT VPOS Date: 7/28/00\*  
Contact: Don Rudisill  
450 N Street, MIC: 26  
Sacramento, CA 95814  
(916) 445-1268

Perform complex system and program design, code and document Natural programs. MVS, Natural/Adabas skills desirable.

FILING DATE: 8/11/2000

5528

\*Date entered into VPOS

**BOARD OF EQUALIZATION**

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**STAFF SERVICES ANALYST/ASSOCIATE BUDGET ANALYST/**

290-365-5157-853/5284-004

Location: Budget Section

Salary: 2411-3805 Time Base P/FT VPOS Date: 7/28/00\*  
3764-4576

Contact: Darlene Saito  
450 N Street, MIC: 25  
Sacramento, CA 95814  
(916) 445-1173

Under the direction of the Budget Officer, the analyst will perform a variety of duties related to the development, implementation, monitoring and control of the budget for the Board of Equalization.

FILING DATE: 8/11/2000

5535

**STAFF SERVICES ANALYST/ASSOCIATE BUDGET ANALYST/**

290-365-5157-007/5284-852

Location: Budget Section

Salary: 2411-3805 Time Base P/FT VPOS Date: 7/28/00\*  
3764-4576

Contact: Darlene Saito  
450 N Street, MIC: 25  
Sacramento, CA 95814  
(916) 445-1173

Under the direction of the Budget Officer, the analyst will perform a variety of duties related to the development, implementation, monitoring and control of the budget for the Board of Equalization.

FILING DATE: 8/11/2000

5536

\*Date entered into VPOS

**BOARD OF EQUALIZATION**

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**STUDENT ASSISTANT/290-381-4870-900**

Location: Technology Services Division

Salary: 1310-1744 Time Base TAU/INT VPOS Date: 7/27/00\*

Contact: Lynn Weydert

450 N Street, MIC: 26

Sacramento, CA 95814

(916) 322-8830

Student Assistant needed to work with Technical Integration staff on complex corporate database. Computer Science or MIS major desirable.

FILING DATE: 8/10/2000

5518

**STUDENT ASSISTANT/290-381-4870-900**

Location: Technology Services Division

Salary: 1310-1744 Time Base TAU/INT VPOS Date: 7/27/00\*

Contact: Lynn Weydert

450 N Street, MIC: 26

Sacramento, CA 95814

(916) 322-8830

Student Assistant needed to work with Technical Integration staff on complex corporate database. Computer Science or MIS major desirable.

FILING DATE: 8/10/2000

5519

\*Date entered into VPOS

**BOARD OF EQUALIZATION**

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**SUPERVISING TAX AUDITOR I/290-073-4280-006**

Location: San Jose  
Salary: 4346-5243 Time Base P/FT VPOS Date: 7/31/00\*  
Contact: David Michalek  
250 South Second Street  
San Jose, CA 95113-2706  
(408) 277-1612

Under the general direction of the District Principal Auditor, the Supervising Tax Auditor I supervises a crew of Associate Tax Auditors & Tax Auditors in conducting field audits relating to the various business taxes programs. Administered by the BOE. The Supervising Tax Auditor I plans, assigns & evaluates the workload for these auditors.  
FILING DATE: 8/14/2000 5537

**SUPERVISING TAX AUDITOR II/290-033-4277-001**

Location: Oakland  
Salary: 4772-5757 Time Base P/FT VPOS Date: 7/31/00\*  
Contact: Teresa E. Pahler  
1515 Clay Street, #303  
Oakland, CA 94612  
(510) 622-4150 Calnet 561-4150

Under the direct supervision of the Supervising Tax Auditor III, the STA II independently supervises a large group of Business Taxes Specialists and Associate Tax Auditors conducting the most difficult and complex field audits. Provides guidance. evaluates.  
FILING DATE: 8/14/2000 5541

\*Date entered into VPOS

**BOARD OF EQUALIZATION**

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**SUPERVISING TAX TECHNICIAN II/290-316-1977-001**

Location: CATS

Salary: 2527-3072 Time Base P/FT VPOS Date: 8/1/00\*

Contact: Sandy McNabb  
450 N street, MIC: 90  
Sacramento, CA 95814  
(916) 322-1973

Supervise 10-11 Tax Technicians in the Information Center. Personally respond to phone calls, hire, train and evaluate staff. Please call for Duty Statement.

FILING DATE: 8/15/2000

5545

**TAX COUNSEL III (SPECIALIST)/290-311-6733-992**

Location: Legal

Salary: 6320-7799 Time Base P/FT VPOS Date: 7/28/00\*

Contact: Patricia Hudgins  
450 N Street, MIC: 83  
Sacramento, CA 95814  
(916) 323-4409

Under direction of the Assistant Chief Counsel and Supervising Tax Counsel in Legal Business Taxes, functions as a Tax Attorney performing more complex duties in connection with the Board's administration of its tax programs.

FILING DATE: 8/11/2000

5531

\*Date entered into VPOS

**BOARD OF EQUALIZATION**

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**TAX TECHNICIAN I/II/290-316-1973/1974-718**

Location: CATS

Salary: 1951-2546 Time Base P/FT VPOS Date: 7/28/00\*  
2258-2745

Contact: Sandy McNabb  
450 N Street, MIC: 90  
Sacramento, CA 95814  
(916) 322-1973

Answer phone inquiries in an Information Center (800 Number) concerning various tax program issues. Must be willing to work in a high rise building. Hours 8:30 to 5:30, Monday thru Friday.

FILING DATE: 8/11/2000

5524

**TAX TECHNICIAN I/290-023-1973-729**

Location: San Francisco

Salary: 1951-2546 Time Base P/FT VPOS Date: 7/31/00\*

Contact: Jacqueline Rockwell  
455 Golden Gate Avenue, Suite 7500  
San Francisco, CA 94102  
(415) 703-5419, Calnet 593-5419

Performs receptionist and phone duties, account maintenance, filing and purging, supply, mail processing and other clerical duties.

FILING DATE: 8/14/2000

5542

\*Date entered into VPOS

**BOARD OF EQUALIZATION**

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**TAX TECHNICIAN III/290-486-1975-006**

Location: Local Revenue Allocation

Salary: 2525-3070 Time Base P/FT VPOS Date: 7/28/00\*

Contact: Diana Oldfield  
450 N Street, MIC: 27  
Sacramento, CA 95814  
(916) 324-2977

Applies knowledge to complex return processing for state, local and district tax funding. Should have knowledge of local and district tax laws and regs.

FILING DATE: 8/11/2000

5527

**TAX TECHNICIAN III/290-481-1975-059**

Location: Return Analysis Section

Salary: 2525-3070 Time Base P/FT VPOS Date: 8/1/00\*

Contact: Brian Toyama  
450 N Street, MIC: 35  
Sacramento, CA 95814  
(916) 323-6463

Under supervision of BTCS II, incumbent examines sales and use tax returns, issues billings, makes adjustments to difference balances, issues refunds. Must be willing to work in a high rise building.

FILING DATE: 8/15/2000

5544

\*Date entered into VPOS