



BOARD OF EQUALIZATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. 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 law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	BOARD OF EQUALIZATION	RELEASE DATE:	Thursday, December 9, 2010
POSITION TITLE:	Assistant Chief Counsel, Settlement and Taxpayer Services	FINAL FILING DATE:	Monday, January 3, 2011
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,018.00 - \$ 9,939.00 / Month	BULLETIN ID:	11292010_3

POSITION DESCRIPTION

Under the general direction of the Chief Counsel, the Assistant Chief Counsel Career Executive Assignment - Level 4 (CEA 4), Settlement and Taxpayer Services Division, manages and directs the Legal Department's Settlement and Taxpayer Services Division. The CEA 4 is responsible for the development, formulation, implementation, direction, oversight and evaluation of all legal matters relating to policies, procedures, and practices pertinent to settlements, offers in compromise, administrative law issues, contracts, victims' compensation and government claims, and the Taxpayers' Bill of Rights. The CEA 4 provides consultation and advice to the Chief Counsel, the Executive Director, and the Board Members on program and policy issues with respect to the foregoing legal matters.

Under the direction of the CEA 4, attorneys in the Settlement and Taxpayer Services Division represent the Board and serve as primary legal advisor on settlement matters impacting the Board of Equalization's (BOE) tax and fee programs. Additionally, the Division is the BOE's primary legal advisor on offers in compromise matters and implements BOE's newly centralized Offers in Compromise Program. Further, a major responsibility of the Settlement and Taxpayer Services Division is to provide advice to the public, tax practitioners, the Board, and BOE staff on matters related to settlements, offers in compromise, administrative law matters handled by the Board's centralized Administrative Law Oversight Team, and significant contract matters. The Settlement and Taxpayer Services Division answers inquiries on the proper interpretation of a vast body of statutes, rules, and regulations relating to the 27 BOE-administered tax and fee programs, as they relate to the Settlement and Taxpayer Services Division.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had

permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

Current membership in the California State Bar is required.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including

the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Demonstrated strong management and administrative leadership skills, including the ability to facilitate the establishment of priorities, provide direction, build an effective team, and be a productive member of the agency-wide management team.
2. Ability to recognize and understand the political environment and the consequences of actions. Understanding of the roles and responsibilities of the constitutionally elected Board Members.
3. Ability to communicate with others as demonstrated by strong written and verbal communications skills; strong negotiating skills; and particularly the ability to represent the Board of Equalization effectively both internally and with the public.
4. Knowledge of legal principles and their applications; legal research methods, court procedures, rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; provisions of laws – administered or enforced by the Board of Equalization; and principles of public administration, personnel management and supervision.
5. Understanding of the organizational structure and various functions of the Board of Equalization.
6. Familiarity with taxation, tax laws, rules, and regulations administered by the Board of Equalization, including related legal opinions and court decisions.
7. A willingness to work in a high-rise building.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Chief Counsel, Settlement and Taxpayer Services**, with the **BOARD OF EQUALIZATION**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process may consist of two phases. Phase One - an application and statement of qualification rating. Phase Two - a Qualification Appraisal Interview. The applications will be

qualification rating. Phase Two - a Qualification Appraisal Interview. The applications will be screened on the basis of the preceding minimum and desirable qualifications. Based on the competitive group, the most qualified candidates may be scheduled for a hiring interview. The Board of Equalization Members will make the final selection.

STATEMENT OF QUALIFICATIONS

In addition to the Standard State Application (STD.678), all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, and desirable qualifications. The Statement of Qualifications also must discuss the following critical factors:

1. Describe your high-level experience communicating with elected officials, executive level management, other state agencies, legislative staff, industry, etc.; and how you gained their confidence and support.
2. Describe your leadership ability including techniques of organizing and motivating groups and/or employees, and your ability to deal effectively with a variety of individuals, organizations, state agencies, and local governments.
3. Give an example of a situation in which a program or policy objective was achieved because of your ability to advise, consult, and work cooperatively with department staff, Board Members' staff, legislators, legislative staff, and/or staff of other state and federal public agencies.
4. Describe your ability and experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff.
5. Describe your experience consulting with executive level management on policies, procedures, and practices pertinent to settlements, litigation, offers in compromise, investigations, administrative law issues, contracts, victims' compensation and government claims, and the Taxpayers' Bill of Rights.

FILING INSTRUCTIONS

You must identify on your Standard State Application (Form 678) which position(s) you want to be considered for. All application materials must be received by the Examination and Recruitment Section by the final filing date by 4:00 PM. Faxes will be accepted [(916) 323-3535], however, the originals must be received prior to the start of the examination. Do not send your application via interoffice or interagency mail. Applications received in this manner will not be accepted and cannot be returned pursuant to California Code of Regulations 174. Applications personally delivered, faxed, received via U.S. Postal Service, or any other delivery service after 4:00 P.M. on the final filing will not be accepted. It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and in the manner specified on this examination bulletin. Submit your application materials to: Examination and Recruitment Section, State Board of Equalization, 450 N Street, MIC: 17, Sacramento, California 95814, Attention: Sandra St. Louis.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be

typed and no more than two pages in length.

- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

BOARD OF EQUALIZATION, Examination and Recruitment Section

450 N Street, MIC:17, Sacramento, CA 95814

Sandra St. Louis | 916-323-5888 | sandra.stlouis@boe.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The BOARD OF EQUALIZATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>