



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:	Monday, June 21, 2010
POSITION TITLE:	Deputy Director, Sales and Use Tax Department	FINAL FILING DATE:	Friday, July 2, 2010
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	Friday, July 23, 2010
SALARY RANGE:	\$ 9,018.00 - \$ 9,939.00 / Month	BULLETIN ID:	06072010_1

POSITION DESCRIPTION

Under the general direction of the Executive Director, the Deputy Director for the Sales and Use Tax Department, plans, organizes, and directs the agency's Sales and Use Tax programs. The department is organizationally comprised of four Divisions: Headquarters Operations Division; Field Operations Division, Equalization Districts 1 and 2 and Out-of-State District, (7 district offices and 5 branch offices throughout the State, as well as Offices in New York, Chicago, and Houston); Field Operations Division, Equalization Districts 3 and 4 and Centralized Collections Section, (7 district offices and 3 branch offices, as well as one headquarters section); and Tax Policy Division. The Deputy Director is expected to provide guidance and assistance to the Board, the Executive Director, other Board of Equalization departments, other state agencies, industry organizations, and taxpayers.

The Deputy Director provides advice, expertise, and assistance to the Board Members' offices, Executive Director, and Board management staff on tax issues and statewide program policies and procedures. The incumbent advises the Board on public issues or problem areas in the tax laws and recommends legislative remedies or alternate solutions. The incumbent represents the Executive Director on Sales and Use Tax matters at hearings, meetings, conferences, and before legislative bodies. The incumbent directs the development, interpretation, and application of policies, programs, and procedures, and directs the administration of the Sales and Use Tax program throughout the state. The incumbent recommends changes in the application and interpretation of statutes pertaining to the Sales and Use Tax program.

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.

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. Ability to communicate effectively as demonstrated by strong written and verbal communications skills; ability to listen; strong negotiating skills; timely communications with taxpayers, other state agencies, the Board Members, and other Board departments; and particularly the ability to garner the respect of the Members and represent the Board effectively both internally, externally with other state entities, and with the public.
2. Demonstrated management and administrative leadership skills, including the ability to accomplish the desired goals, motivate staff to get the best job done timely, build and sustain expertise, establish priorities, provide direction, and be a productive member of the agencywide executive management team.
3. The ability to work cooperatively; set a good example; be organized, process-improvement focused, and have the ability to meet strict deadlines; and have strategic leadership abilities and the foresight to see issues before they become crises.
4. Have an understanding of the Board of Equalization's mission, organization, goals, functions, and policies as well as its relationships with other state, federal and local entities.
5. Ability to recognize and understand a political environment and the consequences of actions. Have an understanding of the roles and responsibilities of the constitutionally elected Board Members.
6. Knowledge of public administration, personnel management and supervision.
7. Knowledge of taxation, tax policy, and tax administration.
8. Knowledge of, or ability to, quickly learn audit and compliance principles, procedures, and techniques; and constitutional provisions, laws, rules, legal opinions, and court decisions relating to tax administration.
9. Personal characteristics of integrity, initiative, innovation, adaptability, tact, dependability, and sound judgment.
10. 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 **Deputy Director, Sales and Use Tax Department**, 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 screened on the basis of the preceding minimum and desirable qualifications and the critical factors below. 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 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.
2. 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.
3. Describe your ability and experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff.
4. Describe your experience with and knowledge of audit and compliance principles, procedures, and techniques; managing multiple tax programs; and constitutional provisions, laws, rules, legal opinions, and court decisions relating to sales and use tax. If you do not have experience or knowledge in some or all of these areas, describe how you will obtain the knowledge if appointed to the Deputy Director, Sales and Use Tax Department.
5. Describe an experience that demonstrates your ability to analyze complex problems and recommend effective courses of action.

FILING INSTRUCTIONS

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 date 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: Terri Deane.

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. The Statement of Qualifications must also discuss the critical factors above.
- 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
Terri Deane | (916) 323-9562 | TDeane@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>