



Board of Equalization

CAREER EXECUTIVE ASSIGNMENT  
JOB EXAMINATION ANNOUNCEMENT

JC-34020 - CEA Level A - Chief, Tax Policy Division

Final Filing Date:9/22/2016

#### Equal Opportunity Employer

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

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.

#### Position Details

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|-----------------|---|
| Job Control #:  | JC-34020  |
| Position #(s):  | 290-450-7500-005  |
| Working Title:  | CEA Level A - Chief, Tax Policy Division  |
| Classification: | C. E. A.<br>\$6,453.00 - \$14,409.00 :: The salary for this position (CEA Level A) is:<br>\$6,453 - \$9,277 |
| # of Positions: | 1   |
| Work Location:  | Sacramento County   |
| Job Type:       | Career Executive Assignment - Non Tenured, Full Time  |

#### Department Information

The Board of Equalization serves the public through fair, effective, and efficient tax administration. The BOE administers tax and fee programs; adopts rules and regulations to clarify tax laws; decides

appeals of property, business and income tax assessments; assesses and allocates property values of railroads and specified utilities; and oversees the property tax assessment practices of all 58 county assessors.

Department Website: <http://www.boe.ca.gov>

### **Job Description and Duties**

Under the general direction of the CEA, Deputy Director, Business Tax and Fee Department (BTFD), the CEA, Chief, Tax Policy Division, manages and directs the BTFD and Field Operations Department policies; including program, operational and technology plans, to ensure consistency with the agency's strategic direction. In this capacity, the Chief evaluates the audit and compliance programs for statewide uniformity in applying tax and fee law and rules, tracks compliance with the results of internal audits or audits by outside agencies of these programs, and represents the department on policy decisions with legal representatives. The Chief assists, advises, develops, formulates, and makes recommendations to the Deputy Director on statewide audit and compliance program policies, procedures, and practices. The Chief acts as the program lead for the Board Member's Business Taxes Committee. The Chief, plans, organizes, directs and evaluates the activities of the Compliance and Technology Section, the Business Taxes Committee and Training Section, the Audit and Information Section, and the Data Analysis Section. The Chief also identifies and directs administrative changes to the statewide tax and fee audit and compliance programs to increase effectiveness and to reduce expenditure of budgeting expense funds.

### **Special Requirements**

To be considered for this position, all applicants are required to submit the following items:

- a completed Standard State Application (Form 678)
- a detailed resume
- a Statement of Qualifications (completed in the manner outlined in this announcement)
- a brief biography (one paragraph in length)

### **Application Instructions**

Completed applications and all required documents must be received by the Final Filing Date in order to be considered.

Final Filing Date: 9/22/2016

### **Who May Apply**

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

### **How To Apply**

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application packets may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). When submitting your application in hard copy, a completed copy of the Application Packet listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

### Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Board of Equalization - CEA Exams  
 Attention: Ry Strella  
 450 N Street - MIC 17  
 Sacramento CA, 95814

Drop off application package with 1st floor reception between the hours of:  
 08:00 AM - 04:00 PM

### Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Other - A brief, **one paragraph biography**; the biography will be used in a press release if selected for the position
- Statement of Qualifications - Maximum of six (6) typed pages in Arial size 12 font comprised of individual responses, numbered accordingly, to each of the statements provided; failure to submit, or complete the Statement of Qualifications as instructed, will eliminate you from consideration.
- Resume is required and must be included.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

### Examination Qualification Requirements

This position requires an examination to be appointed. Applicants must meet the Minimum Qualifications for the Position in order to compete in the examination.

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

## General Qualifications

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

### 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 A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of

the State department and often exercising technical and or professional skills that are required at this level.

### **Desirable Qualifications**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

1. High-level managerial experience, at or above a level equivalent to the Staff Services Manager II classification, in a medium to large organization.
2. Ability to communicate with others as demonstrated by strong written and verbal communication skills; strong negotiating skills; and particularly the ability to represent the Board of Equalization effectively both internally and with the public.
3. 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 and provide direction.
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. Knowledge of taxation, tax policy, and tax administration.
6. Knowledge of specialized audit and compliance practices and procedures used in tax administration.
7. Principles and techniques of personnel management, supervision and employer-employee relations.
8. The ability to work cooperatively; set a good example; be organized, process-improvement focused, and have the ability to meet strict deadlines.
9. Ability to recognize and understand a political environment and the consequences of actions, as well as an understanding of the roles and responsibilities of the constitutionally elected Board Members.
10. Personal characteristics of integrity, initiative, innovation, adaptability, tact, dependability, and sound judgment.
11. A willingness to work in a high-rise building.

### **Examination Information**

The examination process may consist of two phases: Phase One - an application, resume, and Statement of Qualifications evaluation; if deemed necessary, Phase Two - a Qualification Appraisal Interview. The Statement of Qualifications will be used to evaluate your experience as it relates to the "Desirable Qualifications" and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list. The Board Members will make the final selection when filling the position.

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will be only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department 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.

### Special Testing Arrangements

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

### Statement of Qualifications

In addition to the Standard State Applications (STD.678), all interested applicants are required to submit a Statement of Qualifications with direct responses to the statements provided. Within the responses, be sure to include specific information on how your background, knowledge, skills, and abilities meet the minimum qualifications and desirable qualifications. Please limit your Statement of Qualifications to a maximum of six (6) typed pages in Arial size 12 font. **You must provide individual responses, numbered accordingly, to each of the following statements provided:**

1. Describe your high-level experience communicating to elected officials, executive level management, 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. Describe your experience related to audit and compliance practices of an operational program, including: the nature of the program and your responsibilities and/or influence within the program.
4. Describe your experience formulating, developing, and/or making recommendations related to the policies, procedures, and practices of an audit and compliance program for an organization; include the impact of your efforts on the organization's development and/or success.
5. Describe how your knowledge and/or experience will assist you in evaluating the application of various tax laws and rules by our audit and compliance programs.
6. Describe how your knowledge and/or experience will assist you in providing oversight to the various statewide audit and compliance programs of the Board of Equalization.

### Hard Copy Mailing Instructions

**If you choose to submit via regular mail, send your application and all other required materials to:**

Board of Equalization - CEA Exams  
Attention: Ry Strella  
450 N Street - MIC 17  
Sacramento, CA 95814

**PLEASE NOTE: Applications received (postmarked or otherwise) after 4:00 PM on the final filing date will not be accepted. It is therefore highly recommended that applicants submit application packages either electronically or in person to ensure a timely filing.**

*Do not send your application materials 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. It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and manner specified on this posting.*