

STATE BOARD OF EQUALIZATION DUTY STATEMENT

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| CIVIL SERVICE CLASSIFICATION Business Taxes Administrator I | | WORKING TITLE Supervising Investigator | |
| UNIT/DISTRICT/LOCATION | | POSITION NUMBER | |
| SEERA DESIGNATION S | BARGAINING UNIT 01 | WORK WEEK GROUP E | CERTIFICATES REQUIRED None |
| FIGNER PRINTS REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | SUPERVISION EXERCISED Supervise investigators and inspectors in various locations. | |

Job Requirements

Knowledge of:

- Knowledge of Investigative techniques, search warrants, court proceedings, and rules of evidence.
- 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.
- Principles, practices, and trends of public and business administration.
- Principles and techniques of personnel management, supervision, and employee-employer relations.
- Departmental administration goals and policies.
- 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 objectives.

Ability to:

- Apply the required knowledge.
- Plan, organize, and direct the work of a staff engaged in tax fraud/evasion investigations.
- Develop the skills and abilities of subordinate staff.
- Motivate subordinate staff to develop group and organizational goals.
- Resolve complex supervisory and managerial problems.
- Use tact and good judgement in dealing with the public under stressful conditions.
- Analyze situations accurately and take effective action.
- Prepare clear, complete, and concise reports.
- Communicate effectively, both verbally and in writing.
- Work under pressure; work with confidential and politically sensitive material.
- Effectively handle adverse situations.
- Handle shifting priorities and direct special assignments.
- Work in a high rise building.
- Effectively contribute to the State Board of Equalization's Equal Employment Opportunity objectives.
- Travel overnight statewide up to 25% of the time.
- Pass fingerprint check.
- Pass PC 832, Arrest, Search and Seizure.

Desirable Qualifications

- Fair, patient, and demonstrate sound judgement.
- An interest and awareness of mainframe and personal computers and data processing systems and programs, including technological advancements and innovations.
- Broad knowledge of both audit and compliance functions.
- Keenness of observation, persistency, creativity, and tact.

Statement of Position

Under general direction of the Business Taxes Administrator II, the incumbent directly supervises investigation and inspection groups in HQ and various district offices, in their efforts to deter fraud/tax evasion, and enhance compliance for all programs administered by the Board. Typical functions include supervising responsibilities for the identification of tax evaders, investigations of criminal tax evasion, service of search warrants, presentation of complaints/cases to various district attorneys, testifying in court, final resolution of cases, seizures from inspections, citations issued during inspections for violation of the Cigarette and Tobacco Licensing Act of 2003, and violations of the Sales and Use Tax law, and final resolution of cases resulting from citations issued. The position has limited peace officer status. This position may require travel overnight statewide up to 25% of the time.

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

| PERCENTAGE OF TIME SPENT | DUTIES |
|--------------------------|---|
| 65%* | Plan, organize, direct, and monitor criminal and fraud investigations and inspections performed by staff. Direct time allotted to ensure successful completion of complaints. Serve as a technical resource on the most complex fraud investigations. Review investigation and inspection reports for format and appropriate content. Evaluate quality and completeness of evidentiary material collected by staff in accordance with established guidelines. Communicate report quality concerns to staff for corrections. |
| 10%* | Discuss cases, which require legal interpretations or clarification, with BOE's Legal Division. Appear at formal and informal hearings to supplement information contained in technical reports. Assist in coordinating statewide fraud prosecution efforts with other agencies. Oversee preparation of criminal complaints in cooperation with State, and/or local law enforcement agencies. |
| 10%* | Review and evaluate employee work performance, review expense claims, review and prepare Probation Reports, Annual Reports of Performance, Employee Development Appraisals and Promotional Readiness Evaluations. Make recommendations on promotions. Review training needs and prepare the Annual Training Report. |
| 5%* | Monitor use of state owned/leased equipment to ensure proper use in accordance with SAM and BEAM. Monitor the safeguarding of citation books and badges of all employees with limited peace officer status. Take action to be certain it is properly maintained and secured when not in use. |
| 5%* | Supervise staff activities during search warrants in the field. |
| 5% | Other job-related duties as required. |

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

*HRD Approved by DRD on 08/12/13