

DUTY STATEMENT

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Staff Services Analyst		WORKING TITLE Quality Control Analyst	
DEPARTMENT/DIVISION/DISTRICT/UNIT Property Tax Department - State-Assessed Properties Division		SPECIFIC LOCATION ASSIGNED TO Sacramento	
SEERA DESIGNATION R	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED May act in a lead capacity	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 290-312-5157-003	

The mission of the State Board of Equalization is to serve the public through fair, effective and efficient tax administration.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Chief, State-Assessed Properties Division (SAPD), the Staff Services Analyst (SSA) performs a variety of administrative and analytical functions to assist management to implement policies and develop procedures in the state-assessed property and private railroad car programs operations. The SSA conducts research and analysis for processing and preparation of the Board Roll of State-Assessed Property (Board Roll). Develops options and advises State-Assessed Properties Division management to address processing of Board Roll corrections. The Board Roll contains property tax assessed values for ad valorem tax purposes for "state-assessed" property as defined in section 19, Article XIII of the Constitution. The SSA may act as lead to provide guidance, training and directions to the support staff to perform various administrative support functions within SAPD.

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

PERCENTAGE OF TIME SPENT	DUTIES
55%	<p><u>ESSENTIAL JOB FUNCTIONS</u></p> <p>Researches, compiles, and processes information relating to division policy and procedures. Prepares independently or assists the preparation and publication of reference source materials such as desk manuals, operating memos, booklets, workbooks, and technical documents used for educational and instructional purposes for State-Assessed Properties Division staff, state assessees, private railroad car assessees, and other interested parties.</p> <p>Assist in compiling, analyzing, and preparing statistical data used to compile reports that are distributed to Board Members for decision making purposes.</p> <p>Independently, reviews and analyzes inquiries and proposals for action in processing Board Roll corrections, escaped and/or excessive assessments. Determine the reasonableness of the proposed action and/or develop alternative options for implementation.</p> <p>Organizes and monitors the assessment appeals function for the State-Assessed Properties Division; consults with managers, supervisors, and appraisal staff to determine staffing resources and appeal workload requirements, evaluates findings and makes recommendation to management to finalize appeals workload plan; notifies staff of important dates in the appeal process; coordinates scheduling and monitors progress of assessment appeals with the Property Taxes Administration, Board Proceedings Division, and Legal Department. Oversees the maintenance of the official division assessment appeals files.</p>
15%	<p>Organizes and monitors the Property Statement extension process, i.e., maintains a control log, tracks the status of extensions requests filed, periodically distributes status reports to all affected division personnel. Performs review of name and address assessee and elected official databases to verify accuracy and timely update.</p>

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10%	Acts as the State-Assessed Properties Division Private Railroad Car (PRC) Delinquent Accounts Representative. Collects on past due PRC accounts, creates and maintains lien and levy notices. Processes write offs for uncollectable accounts and lien releases for satisfied accounts. Requests refunds and warrants when accounts necessary. Creates annual reports on delinquent accounts and maintains all delinquent account files and records.
10%	Performs higher level special assignments/projects by researching and compiling information and preparing reports needed by upper management, supervisors, appraisers or auditor appraisers. Provides training and advises support staff on assignments. May act as lead person to support staff as needed.
10%	<p><u>MARGINAL JOB FUNCTIONS</u></p> <p>Performs other special assignments/projects and prepares various reports needed by upper management, supervisors, appraisers or auditor appraisers. Perform other job-related duties as needed.</p>

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

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Physical Abilities:

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Additional Requirements/Expectations:

-

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
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I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
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HRD Approval Date: 12/10/2015	C&P Analyst Initials: ADL
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