



Board of Equalization

CAREER EXECUTIVE ASSIGNMENT
JOB EXAMINATION ANNOUNCEMENT

JC-34347 - CEA Level A - Professional Advisor to Board Member

Final Filing Date:9/23/2016

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

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

Job Control #:	JC-34347
Position #(s):	290-048-7500-001
Working Title:	CEA Level A - Professional Advisor to Board Member
Classification:	C. E. A. \$6,453.00 - \$14,409.00 The salary for this position (CEA Level A) is \$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

This position is for the Board Member, Fourth District and will be located in Sacramento.

Under the general direction of the Board Member and Chief Deputy, the Professional Advisor to Board Member, Board of Equalization, is responsible for providing technical advice on the application of California's tax laws to the Member and their staff. This includes preparing for hearings on tax appeal cases adjudicated before the Board Members, overseeing and/or performing technical reviews or independent studies of pertinent points of law as they apply to the administration of more than 30 tax and fee programs, and drawing conclusions for recommended actions to the Member. The incumbent is also responsible for preparing position papers on local, state and national tax issues, for serving as an advisor to the Member on the Board of Equalization's audit program, and legislative and rule making programs.

Special Requirements

To be considered for this position, the Board of Equalization (BOE) requires all applicants to submit the following items by the final filing date no later than 4:00 PM:

- a completed Standard State Application (Form 678)
- a detailed resume
- a Statement of Qualifications, completed in the manner outlined in this posting

Application Instructions

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

Final Filing Date: 9/23/2016

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.

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
Attention: Terri Deane
450 N Street - MIC 20
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. 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.
- Statement of Qualifications - Maximum of three (3) 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. Ability to recognize and understand the political environment and consequences of actions as well as an understanding of the roles and responsibilities of constitutionally elected Board Members.
2. Knowledge of the policies and practices of the Board of Equalization.
3. Knowledge of tax laws in the areas of business taxes, property taxes, and income taxes.
4. Demonstrated management and administrative leadership skills, including the ability to facilitate the establishment of priorities.
5. Ability to communicate effectively with taxpayer constituents as demonstrated by strong communications skills; effective negotiating skills and strategies; and particularly the ability to represent the Board effectively with internal Board of Equalization staff, the public, and policy makers.
6. Familiarity of specialized audit, collection, compliance, and property appraisal practices and procedures used in tax administration.
7. Familiarity with and ability to interpret taxation, tax laws, rules, and regulations administered by the California State Board of Equalization, including related legal opinions and court decisions.
8. A willingness to work irregular hours with limited notice and to travel at the request of the Board Member.
9. 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 Member 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.

Contact Information

The Human Resources Contact is available to answer questions regarding the application process. The Hiring Unit Contact is available to answer questions regarding the position.

- **Department Website:** <http://www.boe.ca.gov>
 - **Human Resources Contact:**
Terri Deane
(916) 323-9562
terri.deane@boe.ca.gov
 - **Hiring Unit Contact:**
Terri Deane
(916) 323-9562
terri.deane@boe.ca.gov
 - Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.
- EEO Contact:**
EEO Contact
(916) 322-7639
EEO@boe.ca.gov
- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

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 three (3) 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 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 for 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 working with elected officials or Board Members.
4. Describe your ability and experience presenting information before small and large groups, include the types of information communicated.
5. Describe your experience evaluating/developing policies, regulatory proposals, and/or legislative proposals related to the Board's functions and California's tax structure.
6. Describe your familiarity with the statewide tax and fee programs administered by the Board of Equalization including how you gained your understanding.

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: Terri Deane
450 N Street - MIC 20 Sacramento, CA 95814

PLEASE NOTE: Applications (postmarked or otherwise) received 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.