



# STATE BOARD OF EQUALIZATION

450 N Street, Sacramento, CA 95814

Positions are located in Houston, Texas; Chicago, Illinois; New York, New York; and throughout California.

## *POSITION VACANCY AND EXAMINATION ANNOUNCEMENTS*

*You are invited to apply . . .*

For any of the positions listed on the attached pages. To apply, you must be eligible for appointment from a California State Civil Service List, or you must be a State of California employee or prior State of California employee with reinstatement rights who is within transfer range of the new position. Training and development assignments and lateral transfers may be considered for most positions. Applications may be screened and only the most competitive interviewed.

All appointments are subject to and pending departmental approval.  
Some positions may require that you work in a high-rise building.

*We are looking for . . .*

Well-qualified people in a variety of professional positions, including tax accountants, appraisers, programmers, analysts, business taxes representatives, and tax auditors. Boards of Equalization employees are part of a team whose management cares about them as well as the job they do. And because they do, you will be given responsible jobs, excellent training, and many opportunities to accomplish your professional goals.

*To apply, submit a standard state application form . . .*

And other requested information to the contact person listed for each vacancy. Notify the contact person if reasonable accommodation is needed for the interview. Applications are currently available on the Internet at <http://www.spb.ca.gov>.

### *Questions*

or inquires regarding job vacancies in this announcement should be directed to the contact person listed for the particular vacancy. Questions regarding exams should be directed to the Examination Section at (916) 324-4807. TDD Assistance call 1-800-735-2929. Internet users can obtain the most current job vacancy information by assessing the following web page: <http://spb1.spb.ca.gov/wvpos/deptlisting.cfm?dept=equalization>

\*

The Board of Equalization is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious creed, political affiliation, age, sexual orientation, or medical condition. It is an objective of the State of California to achieve a drug-free workplace. 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 laws of the State, the rules governing civil service and the special trust placed in public servants.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**ASSISTANT TAX SERVICE SPECIALIST**

Position Number: 290-317-5692-001

**(OR) INFORMATION OFFICER I**

Position Number: 290-317-5601-001

Location: Editorial Services Section  
Salary: \$4649 - \$5616 (or) \$4400 - \$5348  
Time Base: Full Time Tenure: Permanent  
Contact: Anita Stott (916) 322-8825 Email: anita.stott@boe.ca.gov  
MIC: 58  
450 N Street, Sacramento, CA 95814

VPOS Date: 12/18/2007

**Filing Date: Until Filled**

Detailed? Creative? Team player? Then you may be right for the editor position in the Editorial Services Section. The editor interprets technical information to produce articles, publications, brochures, notices, handbooks and other materials in an easy to read format for taxpayers and staff. Experience in applying the principles of Plain English to documents is preferred. Individual will gain experience in current issues and statewide activities and be part of a supportive team working towards streamlined taxpayer services. Individual must possess strong interpersonal and analytical skills, be accurate and focused on detail; develop innovative solutions and have a desire to succeed. This position reports to the manager of the Editorial Services Section and is located in a high rise building. Training and Development Assignments may be considered. All applicants will be considered however, SROA/Surplus candidates will be given priority. The position is located in a high-rise building. Training and development assignments may be considered.

**ASSOCIATE BUSINESS MANAGEMENT ANALYST**

Position Number: 290-391-4742-018

Location: Business Services Section  
Salary: \$4400 - \$5348  
Time Base: Full Time Tenure: Permanent  
Contact: Rick Guidera (916) 445-2406  
MIC: 22  
450 N Street, Sacramento, CA 95814

VPOS Date: 12/17/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general direction of the Manager, Business Services Section, the Associate Business Management Analyst provides independent staff, analytical and office space planning and AutoCad design support for Board relocation/expansion projects, space alteration requests, special project assignments, leased facility projects, and related costs and budget documentation. Position acts as a liaison with the Office of State Architect (OSA), Real Estate Services Division (RESA), and Building and Property Management (BPM). This position requires traveling (overnight and weekends) to various Board field offices. The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

Position Number: 290-026-5393-001

Location: Board Member Office, 1st District Sacramento  
Salary: \$4400 - \$5348  
Time Base: Full Time Tenure: Permanent  
Contact: Terri Deane (916) 323-9562  
MIC: 16  
450 N Street, Sacramento, CA, 95814

VPOS Date: 12/26/2007

**Filing Date: 1/10/2008**

This position is located in the First District Board Member's Sacramento Office. The Associate Governmental Program Analyst (AGPA) independently performs and provides a broad range of analytical and administrative support services for the outreach and education programs in the First District Board Member's Sacramento and San Francisco offices. The incumbent serves as the Sacramento headquarters' office liaison to the San Francisco office for community outreach to assist taxpayers in understanding and complying with tax laws administered by the BOE; represents the Board Member in working with BOE staff on updating BOE publications and ensuring the publications and other materials are relevant and understandable to taxpayers; researches and analyzes outreach and educational opportunities; and assists the Board Member with research and analysis for speeches and responding to media inquiries regarding tax programs. All applicants will be considered, however, SROA/Surplus will be given priority. Please note: Section 12 of your application should state your eligibility for this vacancy or include whether you are in a SROA/Surplus/Reemployment status (be sure to attach proof of this status to your application). Travel required 5- 10% of the time. The position is located in a high-rise building. The position is located in a high-rise building.

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

Position Number: 290-365-5393-001

**(OR) STAFF SERVICES ANALYST**

Position Number: 290-365-5157-349

Location: Financial Management Division  
Salary: \$4400 - \$5348 (or) \$2817 - \$4446  
Time Base: Full Time Tenure: Permanent  
Contact: Lori Zavala (916) 445-2254 Email: lzavala@boe.ca.gov  
MIC: 25  
450 N Street, Sacramento, CA 95814

VPOS Date: 7/31/2007

**Filing Date: Until Filled**

EXEMPT FROM POST AND BID. All applicants will be considered; however, SROA/Surplus will be given priority. Under the direction of the Staff Services Manager I, the analyst will perform a variety of duties related to the development, implementation, monitoring and control of the budget for the Board of Equalization. Responsibilities and duties include but are not limited to participation in: (1) preparation and development of the Board's annual budget; (2) preparation of budget documents (Budget Revisions, Section 28 Letters, etc.), schedules (7A, 10s, 11, etc.), fiscal analyses, and reports; and (3) the review, analysis, and development of Budget Change Proposals (BCPs), new legislation, and feasibility study reports. Position may be downgraded to Staff Services Analyst for recruitment. Desirable Qualifications: strong background in Excel and Access. The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**ASSOCIATE INFORMATION SYSTEM ANALYST**

Position Number: 290-321-1470-003

Location: Internal Security and Audit Division  
Salary: \$4619 - \$5897  
Time Base: Full Time Tenure: Permanent  
Contact: Heidi Mazzola (916) 324-1874  
MIC: 54  
450 N Street, Sacramento, CA 95814

VPOS Date: 11/29/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the direct supervision of the Supervisor, Physical Security Unit, Internal Investigations and Security Section, the incumbent works independently as a technical specialist on assignments related to the physical security system, including software, utilized by the Board of Equalization (BOE). Acts as the network administrator for the BOE's physical security systems including ongoing maintenance and support of the security network, badge access, and surveillance camera systems. Monitors and analyzes system activity logs and generates reports for management review. Provides physical security technical support to physical security, internal audit, and internal investigation activities. Provides desktop, network, and application support for the ISAD. The incumbent oversees the security guard operations, and acts as the agency liaison with the security guard contractor. Evaluates physical security programs in the BOE field offices. Conducts on-site physical security reviews and prepares reports with findings and recommendations to BOE management. Travel required 10% of the time. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST)**

Position Number: 290-391-1470-004

Location: Business Services Section  
Salary: \$4619 - \$5897  
Time Base: Full Time Tenure: Permanent  
Contact: Rick Guidera (916) 445-2406  
MIC: 22  
450 N Street, Sacramento, CA 95814

VPOS Date: 12/13/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general direction of the Business Services Section manager, the Associate Information Systems Analyst (AISA) Telecommunications Specialist is responsible for voice/data telephony systems in Headquarters (HQ) and district/branch offices. Provides analog and digital communications systems service/support including hardware and software configuration. Provides technical support for all HQ and field office voice and data telecommunication systems, including: voice mail, video conferencing, cellular, Automated Call Distributor, VoIP, etc., plans and coordinates all aspects of telecommunication projects such as office relocations, upgrading existing communication systems. The AISA Telecommunications Specialist is an official BOE Authorized Telecommunications Representative (ATR) for control agencies such as Department of General Services (DGS), and Department of Technology Services (DTS). The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**ASSOCIATE PROGRAMMER ANALYST-SPECIALIST**

Position Number: 290-381-1579-009

**(OR) PROGRAMMER II**

Position Number: 290-381-1383-009

**(OR) PROGRAMMER I**

Position Number: 290-381-1382-009

Location: Technology Services Division  
Salary: \$4619 - \$5897 (or) \$4033 - \$5147 (or) \$3262 - \$4087  
Time Base: Full Time Tenure: Permanent  
Contact: Phil Shipley (916) 445-1863  
MIC: 26  
450 N Street, Sacramento, CA 95814

VPOS Date: 12/10/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general supervision of a Data Processing Manager II, serves as a member of a project team or works independently to develop new computer programs and maintain and enhance existing programs and/or systems. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge in systems analysis, design, coding, unit testing, and integration testing. Ability to convey complex ideas and information in a logical and accurate manner. Demonstrate a rational and organized approach to problem solving and produce required results. Ability to work well independently and as part of a team. Follow specific written and oral instructions. Excellent communication skills, both orally and written. Ability to work cooperatively with others and gain their respect and confidence. **DESIRABLE EXPERIENCE/QUALIFICATIONS:** Experience with Delphi or other object oriented languages and Microsoft SQL Server (transact-SQL). Experience working on an IT project involving systems and business processes. **ALL APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.** The position is located in a high-rise building. Please state your eligibility for this position in the Explanations section of your application. The position is located in a high-rise building.

**ASSOCIATE TAX AUDITOR**

Position Number: 290-461-4281-033

**(OR) TAX AUDITOR**

Position Number: 290-461-4267-033

Location: Audit Determination and Refund Section  
Salary: \$4619 - \$5897 (or) \$3262 - \$4903  
Time Base: Full Time Tenure: Permanent  
Contact: Robert Wils (916) 324-3017  
MIC: 39  
450 N. St., Sacramento CA 95814

VPOS Date: 1/3/2008

**Filing Date: 1/17/2008**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general supervision of the Supervisor of the Allocation Group, the Associate Tax Auditor is responsible for analyzing and processing local tax inquiries received from cities, counties, and consultants, as well as, for reviewing, analyzing and processing the local tax allocations recommended on the BT-414-Ls prepared by the Board's field audit staff under the Bradley-Burns Local Sales and Use Tax Law. This will include correspondence or telephone contacts with taxpayers, Board district offices, representatives of local jurisdictions and their consultants. It is the auditor's responsibility to insure the inquiries are timely investigated and resolved, and that the BT-414-Ls are completed timely. Knowledge of the Cash Receipts system is also required since the auditor makes on-line adjustments to local tax allocations. The Tax Auditor starting salary receives a Hiring-Above-Minimum (HAM) total salary rate of \$3262, Range A only. The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**BUSINESS TAX SPECIALIST I**

Position Number: 290-033-4380-010

Location: Oakland District Office  
Salary: \$5328 - \$6476  
Time Base: Full Time Tenure: Permanent  
Contact: Helen Karkazis (510) 622-4155  
MIC: CH  
1515 Clay Street, Room 303 Oakland, CA 94612

VPOS Date: 1/4/2008

**Filing Date: 1/18/2008**

All applicants will be considered however, SROA/Surplus will be given priority. Under general guidance, the incumbent independently conducts the most difficult and complex audits, typically consisting of the largest industrial corporations; makes audit appointments; meets with taxpayers and their representatives; explains the audit findings; and prepares appropriate audit reports. This position is designated as "mobile worker" per Board of Equalization Telework Policy and Guidelines. This position may be required to rotate into the Audit Review position. Candidate must be able to perform the essential job functions (\*) with or without reasonable accommodations. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**BUSINESS TAX SPECIALIST I**

Position Number: 290-033-4380-014

Location: Oakland District Office  
Salary: \$5328 - \$6476  
Time Base: Full Time Tenure: Permanent  
Contact: Richard Murphy (510) 622-4165  
MIC: CH  
1515 Clay Street Room 303 Oakland, CA 94612

VPOS Date: 1/4/2008

**Filing Date: 1/18/2008**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general direction of a Business Taxes Compliance Supervisor III, the Business Taxes Specialist I performs monthly reviews of accounts and renders advice to staff. The Business Taxes Specialist I performs reviews of assignments through the IRIS Assignment Control and approves or disapproves them. The Business Taxes Specialist I will also prepare replies to issues of tax law and compliance function policies and procedures, and will serve on special project committees. This position will exercise a high degree of independence and responsibility in these activities. Candidate must be able to perform the essential job functions with or without reasonable accommodations. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**BUSINESS TAXES COMPLIANCE SPECIALIST**

Position Number: 290-474-8694-002

Location: Consumer Use Tax Section  
Salary: \$4619 - \$5616  
Time Base: Full Time Tenure: Permanent  
Contact: Jae Choi (916) 322-9557  
MIC: 37  
450 N Street, Sacramento, CA 95814

VPOS Date: 1/3/2008

**Filing Date: 1/17/2008**

All applicants will be considered however, SROA/Surplus will be given priority. Under the direction of a BTCS II, the BTCS works in a team atmosphere with two Specialists, one Specialist I and four Supervisors. As part of the team, incumbent develops and provides training to staff. Provides technical advice and assistance to both staff and the general public pertaining to Consumer Use Tax Section (CUTS) programs. Desired personal characteristics of integrity, initiative, dependability and sound judgment. Incumbent must recognize the importance of timely completed staff work, be a quick learner and adaptable to change. Specific duties include, but are not limited to, manual and on-line IRIS reviews and approvals; investigating more difficult CUTS cases; dealing with difficult taxpayers on the telephone and in person; maintaining Excel and Word statistical reports; and overseeing various levels of staff projects. Must be willing to travel an average of four weeks per fiscal year to visit various county assessors' offices. In the absence of the BTCS II, the BTCS is delegated back-up responsibilities. Selected candidate will be given job responsibility, excellent program training and an opportunity to accomplish professional goals in-line with the classification. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**BUSINESS TAXES COMPLIANCE SPECIALIST**

Position Number: 290-293-8694-010

Location: Santa Ana District Office  
Salary: \$4619 - \$5616  
Time Base: Full Time Tenure: Permanent  
Contact: Maywod Wong (714) 796-1670  
MIC: EA  
28 Civic Center Plaza, Room 239, Santa Ana, CA 92701

VPOS Date: 1/4/2008

**Filing Date: 1/18/2008**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general direction of a Business Taxes Compliance Supervisor II, the Tax Compliance Specialist independently performs the more complex and difficult tax compliance and collection work. The incumbent, while working autonomously, informs the supervisor of complex and/or sensitive issues on assigned cases and acts as the lead person in cases leading to criminal prosecution on fraudulent and illegal operations. The incumbent acts as an expert resource to the Tax Technician, and collection staff, with responsibilities under the various sales and use tax programs, and provides administrative support to management and supervision. A LEAP certification list will be utilized. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**BUSINESS TAXES COMPLIANCE SPECIALIST**

Position Number: 290-293-8694-467

Location: Van Nuys District Office  
Salary: \$4619 - \$5616  
Time Base: Full Time Tenure: Limited Term No. of Months: 12  
Contact: Khuyen Tran (818) 904-2468  
MIC: AC  
15350 Sherman Way, Suite 250, Van Nuys, CA 91406

VPOS Date: 1/3/2008

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general direction of a Business Taxes Compliance Supervisor II, the Tax Compliance Specialist independently performs the more complex and difficult tax compliance and collection work. The incumbent, while working autonomously, informs the supervisor of complex and/or sensitive issues on assigned cases and acts as the lead person in cases leading to criminal prosecution on fraudulent and illegal operations. The incumbent acts as an expert resource to the Tax Technician, and collection staff, with responsibilities under the various sales and use tax programs, and provides administrative support to management and supervision. Position may become permanent. A LEAP certification list will be utilized. The position requires the incumbent to be fingerprinted.

**BUSINESS TAXES COMPLIANCE SUPERVISOR II**

Position Number: 290-492-8698-011

Location: Environmental Fees Division  
Salary: \$5079 - \$6174  
Time Base: Full Time Tenure: Limited Term 12 No. of Months:  
Contact: April Parich (916) 324-2160  
MIC: 48  
450 N Street, Sacramento, CA 95814

VPOS Date: 12/28/2007

**Filing Date: 1/14/2008**

All applicants will be considered; however, SROA/Surplus will be given priority. Under the general direction of a Business Taxes Compliance Supervisor III, the position directs and reviews the work of collection and registration staff performing the following compliance functions: registration and account maintenance; collections; investigating bankruptcies and skip-tracing. Will be primarily responsible for the enforced collection of delinquent liabilities in a centralized collection setting from feepayers located statewide. This position has wide contact with persons at all levels in resolving complex legal collection issues. Limited Term position may become permanent. The position is located in a high-rise building. The position is located in a high-rise building.

**BUSINESS TAXES COMPLIANCE SUPERVISOR II**

Position Number: 290-023-8698-001

Location: San Francisco District Office  
Salary: \$5079 - \$6174  
Time Base: Full Time Tenure: Permanent  
Contact: Victoria Winter (415) 356-6565  
MIC: BH  
121 Spear Street #460, San Francisco, CA 94105

VPOS Date: 11/6/2007

**Filing Date: Until Filled**

All applicants will be considered, however, SROA/Surplus will be given priority. Under the general direction of a Business Tax Compliance Supervisor III, the BTCS II is responsible for a variety of compliance functions including reception, interview and registration of taxpayers, account maintenance, advisory service, cashiering, swap meet enforcement and assigned revocation and collection cases. Training and development assignment may be considered. Relocation expenses will be considered. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**BUSINESS TAXES REPRESENTATIVE**

Position Number: 290-492-8690-029

Location: Environmental Fees Division  
Salary: \$3106 - \$4670  
Time Base: Full Time Tenure: Permanent  
Contact: Kevin McCarley (916) 322-9382  
MIC: 57  
450 N Street, Sacramento, CA 95814

VPOS Date: 12/6/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general supervision of the Business Taxes Compliance Supervisor II, and with general guidance of the Business Taxes Compliance Specialist, the Business Taxes Representative locates and contacts individuals and representatives of organizations either by telephone or mail to secure information and obtain compliance within the provisions of the laws, rules, and regulations pertaining to Environmental Fees Programs. Duties include providing advisory service to the public and taxpayers, making adjustments to the accounts receivable, issuing billings, preparing written response to correspondence and account maintenance. Please list position number on your application under Job Title(s) for which you are applying. \* Limited Term position may become Permanent.\* Interested candidates must meet educational requirements. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**BUSINESS TAXES SPECIALIST I**

Position Number: 290-464-4380-915

Location: Audit and Information Section  
Salary: \$5328 - \$6476  
Time Base: Full Time Tenure: Permanent  
Contact: Trista Gonzalez (916) 445-1469  
MIC: 44  
450 N Street, Sacramento, CA 95814

VPOS Date: 1/3/2008

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the functional direction of a Business Taxes Specialist II and the administrative direction of the Supervising Tax Auditor II, the Business Taxes Specialist I (BTS I), Audit Support Unit is responsible for independently completing assignments of the most complex or sensitive in nature as requested by the Section Supervisor, the Chief Tax Policy Division, and the Deputy Director, Sales and Use tax Department. The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**BUSINESS TAXES SPECIALIST I**

Position Number: 290-466-4380-219

Location: Business Taxes Committee & Training Section  
Salary: \$5328 - \$6476  
Time Base: Full Time Hours: 40 Tenure: Permanent  
Contact: Tina Morin (916) 324-2927  
MIC: 50  
450 N Street, Sacramento, CA 95814

VPOS Date: 1/4/2008

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. We are looking for an enthusiastic and energetic individual to join our training team! Under the direct supervision of a Business Taxes Administrator II, this position will work as a Compliance Training Coordinator for the Sales and Use Tax Department, drafting new and revising existing professional compliance and law training courses. The position will also function as a trainer for compliance classes on occasion. Candidates should have a strong knowledge of Sales and Use Tax Law, regulations and policies and be experienced in a variety of compliance work. Candidates should also be excellent writers, well organized, innovative, able to work individually or cooperatively on a team, and speak before an audience as necessary. If you are looking for a new and rewarding position, and feel that you meet these requirements, we encourage you to apply. Travel required 10% of the time. The position is located in a high-rise building.

**BUSINESS TAXES SPECIALIST I**

Position Number: 290-468-4380-010

Location: Centralized Collection Section  
Salary: \$5328 - \$6476  
Time Base: Full Time Tenure: Permanent  
Contact: Alan Giorgi (916) 445-3802  
MIC: 95  
450 N St. Sacramento, CA 95814

VPOS Date: 1/3/2008

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. The BTS I conducts quarterly reviews of accounts and renders advice to staff, approves/disapproves assignments through IRIS and ACMS, helps develop or revise training material, prepare response to inquiries regarding law, Board policy and Board procedure, and other duties that may require the expertise of the incumbent. Must be able to work in a high rise building.

**BUSINESS TAXES SPECIALIST I**

Position Number: 290-273-4380-008

Location: Culver City District Office  
Salary: \$5328 - \$6476  
Time Base: Full Time Tenure: Permanent  
Contact: Sally A. Phetteplace (310) 342-1082  
MIC: AS  
PO Box 3652 - Culver City, CA 90231-3652

VPOS Date: 1/4/2008

**Filing Date: 1/18/2008**

All applicants will be considered however SROA/Surplus will be given priority. Under general guidance of the Supervising Tax Auditor II, the Business Taxes Specialist I independently conducts the most difficult and complex audits, typically consisting of the largest industrial corporations, makes audit appointments, meets with taxpayers and their representatives, explains the audit findings, and prepares appropriate audit reports. This position may be required to rotate into the districts audit review position. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**BUSINESS TAXES SPECIALIST I**

Position Number: 290-413-4380-001

Location: Out-of-State New York Area Office  
Salary: \$5328 - \$6476  
Time Base: Full Time Tenure: Permanent  
Contact: John Feeley (212) 697-4680 ext.  
MIC: OHB

205 East 42nd Street, Room 1100, New York, NY 10017-5706

VPOS Date: 1/4/2008

**Filing Date: 1/18/2008**

All applicants will be considered however, SROA/Surplus will be given priority. Under the direction of the Supervising Tax Auditor II, the incumbent independently conducts the most difficult and complex audits; typically consisting of the largest industrial corporations; makes audit appointments; meets with taxpayers and their representatives; explains the audit findings; prepares appropriate audit reports and written correspondence to taxpayers. This position is designated as mobile worker per Board of Equalization Telework Policy and Guidelines. Travel required 50% of the time. The above salary includes a \$261.00 per month pay differential. Out-of-state office: the incumbent will receive \$346.00 per month pay differential. The position is located in a high-rise building.

**BUSINESS TAXES SPECIALIST I**

Position Number: 290-063-4380-009

Location: San Diego District Office  
Salary: \$5328 - \$6476  
Time Base: Full Time Tenure: Permanent  
Contact: Sue Scheib (619) 525-4236  
MIC: FH

1350 Front St. Ste. 5047 San Diego, CA 92101

VPOS Date: 1/4/2008

**Filing Date: 1/18/2008**

All applicants will be considered however, SROA/Surplus will be given priority. Under general guidance, the incumbent independently conducts the most difficult and complex audits, typically consisting of the largest industrial corporations, meets with the taxpayers and their representatives, explains the audit findings and prepares audit reports. Meeting the training requirements for this job may require overnight travel for one or more days. The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**BUSINESS TAXES SPECIALIST I**

Position Number: 290-073-4380-645

**(OR) ASSOCIATE TAX AUDITOR**

Position Number: 290-073-4281-645

**(OR) TAX AUDITOR**

Position Number: 290-073-4267-645

Location: San Jose District Office  
Salary: \$5328 - \$6476 (or) \$4619 - \$5897 (or) \$3262 - \$4903  
Time Base: Full Time Tenure: Permanent  
Contact: Dave Michalek (408) 277-1612  
MIC: GH  
250 South Second Street, San Jose, CA 95113-2706

VPOS Date: 1/4/2008

**Filing Date: 1/18/2008**

All applicants will be considered however SROA/Surplus will be given priority. Under the direction of a Supervising Tax Auditor II, the Business Taxes Specialist I independently conducts the most difficult and complex audits, typically consisting of the largest industrial corporations, makes audit appointments, meets with taxpayers and their representatives, explains the audit findings, and prepares appropriate audit reports. This position may be required to rotate into the districts audit review position. Under general direction of a Supervising Tax Auditor I, the ATA position is responsible for auditing sophisticated medium & large companies, analyzing complex business records & responding to tax inquiries. They may assist in completion of more difficult audit & special assignments. The Tax Auditor conducts field audits of moderate difficulty in Sales & Use Taxes. They may assist in completion of more difficult audit and special assignments. If interested in position, please submit a standard State application & copy of college transcripts, to show that the requirements for this position have been met, with your reply. The Tax Auditor starting salary receives a Hiring-Above-Minimum (HAM) total salary rate of \$3262, Range A only. Interested candidates must meet educational requirements. The position requires the incumbent to be fingerprinted.

**BUSINESS TAXES SPECIALIST I**

Position Number: 290-073-4380-004

**(OR) ASSOCIATE TAX AUDITOR**

Position Number: 290-073-4281-521

**(OR) TAX AUDITOR**

Position Number: 290-073-4267-521

Location: San Jose District Office  
Salary: \$5328 - \$6476 (or) \$4619 - \$5897 (or) \$3262 - \$4903  
Time Base: Full Time Tenure: Permanent  
Contact: Dave Michalek (408) 277-1612  
MIC: GH  
250 South Second Street, San Jose, CA 95113-2706

VPOS Date: 1/4/2008

**Filing Date: 1/18/2008**

All applicants will be considered however SROA/Surplus will be given priority. Under the direction of a Supervising Tax Auditor II, the Business Taxes Specialist I independently conducts the most difficult and complex audits, typically consisting of the largest industrial corporations, makes audit appointments, meets with taxpayers and their representatives, explains the audit findings, and prepares appropriate audit reports. This position may be required to rotate into the districts audit review position. Under general direction of a Supervising Tax Auditor I, the ATA position is responsible for auditing sophisticated medium & large companies, analyzing complex business records & responding to tax inquiries. They may assist in completion of more difficult audit & special assignments. The Tax Auditor conducts field audits of moderate difficulty in Sales & Use Taxes. They may assist in completion of more difficult audit and special assignments. The Tax Auditor starting salary receives a Hiring-Above-Minimum (HAM) total salary rate of \$3262, Range A only. If interested in position, please submit a standard State application & copy of college transcripts, to show that the requirements for this position have been met, with your reply. Interested candidates must meet educational requirements. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**BUSINESS TAXES SPECIALIST I**

Position Number: 290-073-4380-577

**(OR) ASSOCIATE TAX AUDITOR**

Position Number: 290-073-4281-577

**(OR) TAX AUDITOR**

Position Number: 290-073-4267-577

Location: San Jose District Office  
Salary: \$5328 - \$6476 (or) \$4619 - \$5897 (or) \$3262 - \$4903  
Time Base: Full Time Tenure: Permanent  
Contact: Dave Michalek (408) 277-1612  
MIC: GH  
250 South Second Street, San Jose, CA 95113-2706

VPOS Date: 1/4/2008

**Filing Date: 1/18/2008**

All applicants will be considered however SROA/Surplus will be given priority. Under the direction of a Supervising Tax Auditor II, the Business Taxes Specialist I independently conducts the most difficult and complex audits, typically consisting of the largest industrial corporations, makes audit appointments, meets with taxpayers and their representatives, explains the audit findings, and prepares appropriate audit reports. This position may be required to rotate into the districts audit review position. Under general direction of a Supervising Tax Auditor I, the ATA position is responsible for auditing sophisticated medium & large companies, analyzing complex business records & responding to tax inquiries. They may assist in completion of more difficult audit & special assignments. The Tax Auditor conducts field audits of moderate difficulty in Sales & Use Taxes. They may assist in completion of more difficult audit and special assignments. If interested in position, please submit a standard State application & copy of college transcripts, to show that the requirements for this position have been met, with your reply. The Tax Auditor starting salary receives a Hiring-Above-Minimum (HAM) total salary rate of \$3262, Range A only. Interested candidates must meet educational requirements. The position requires the incumbent to be fingerprinted.

**BUSINESS TAXES SPECIALIST II**

Position Number: 290-464-4379-001

Location: Audit and Information Section  
Salary: \$5573 - \$7113  
Time Base: Full Time Tenure: Permanent  
Contact: Trista Gonzalez (916) 445-1469  
MIC: 44  
450 N Street, Sacramento, CA 95814

VPOS Date: 8/21/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general guidance of the Supervisor, Audit Support Unit, the Audit Support Specialist (Specialist) leads a group of Business Taxes Specialist's I and personally performs the most difficult, specialized and highly complex projects or assignments, in the exploration and development of sales and use tax programs and nexus opportunities. The Specialist provides technical guidance and leadership to a group performing a wide variety of complex and sensitive assignments related to development, revision and implementation of policies and procedures for statewide audit program. The Specialist performs tax program policy research and explains multifaceted tax issues to taxpayers and representatives, especially where there is no basis to support the taxpayer's position. The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**LEGAL SECRETARY**

Position Number: 290-311-1282-006

Location: Legal Department  
Salary: \$3038 - \$3878  
Time Base: Full Time                      Tenure: Permanent  
Contact: Patricia Lucero                      (916) 323-4409                      Email: Pat.Lucero@boe.ca.gov  
MIC: 83  
450 N Street, Sacramento, CA 95814

VPOS Date: 12/28/2007

**Filing Date: Until Filled**

All applicants will be considered; however, SROA/Surplus will be given priority. Performs the full range of legal secretarial and administrative duties required to support assigned attorneys. Prepares and edits a wide variety of complex legal documents involving substantial dollar amounts and numerous different tax programs. Proofs and edits documents for typographical errors and proper grammar. Calendars, schedules, and coordinates appearances by attorneys, taxpayers, witnesses, multiple agency representatives, court reporters, interpreters, and other legal services for hearings. The position is located in a high-rise building. There are two positions available, one in the Tax and Fees Division and another in the Appeals Division.

**LEGAL SECRETARY**

Position Number: 290-311-1282-016

Location: Legal Department  
Salary: \$3038 - \$3878  
Time Base: Full Time                      Tenure: Permanent  
Contact: Patricia Lucero                      (916) 323-4409                      Email: Pat.Lucero@boe.ca.gov  
MIC: 83  
450 N Street, Sacramento, CA 95814

VPOS Date: 12/28/2007

**Filing Date: Until Filled**

All applicants will be considered; however, SROA/Surplus will be given priority. Performs the full range of legal secretarial and administrative duties required to support assigned attorneys. Prepares and edits a wide variety of complex legal documents involving substantial dollar amounts and numerous different tax programs. Proofs and edits documents for typographical errors and proper grammar. Calendars, schedules, and coordinates appearances by attorneys, taxpayers, witnesses, multiple agency representatives, court reporters, interpreters, and other legal services for hearings. The position is located in a high-rise building.

**OFFICE ASSISTANT (GENERAL)**

Position Number: 290-393-1441-530

Location: Mail Services Unit  
Salary: \$2074 - \$2770  
Time Base: Intermittent                      Tenure: Permanent  
Contact: Shirley Smith                      (916) 323-4179  
MIC: 12  
450 N Street, Sacramento, CA 95814

VPOS Date: 1/2/2008

**Filing Date: 1/16/2008**

All applicants will be considered, however SROA/Surplus must be given priority. Under the direction of the Office Services Supervisor II, able to start work early in the morning and work mandatory overtime during rush periods. Move bags/boxes weighing up to 30 lbs., drive a van on messenger runs outside BOE building and deliver mail within a high rise building. Must have a valid drivers license. Please submit an application if interested in this position. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**OFFICE ASSISTANT (GENERAL)**

Position Number: 290-484-1441-773

Location: Taxpayer Records Unit  
Salary: \$2074 - \$2770  
Time Base: Full Time  
Contact: Sue Broome  
MIC: 36  
450 N Street, Sacramento, CA 95814

Tenure: Permanent  
(916) 322-4364

VPOS Date: 10/31/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the close supervision of an Office Services Supervisor II, the incumbent sort's documents into numerical order by account number, files pre-sorted documents into active taxpayer folders, pulls closed out accounts from the active shelves, and performs searches for requested tax returns. This position is in a high rise building.

**OFFICE ASSISTANT (GENERAL)**

Position Number: 290-484-1441-900

Location: Taxpayer Records Unit  
Salary: \$2074 - \$2770  
Time Base: Full Time  
Contact: Sue Broome  
MIC: 36  
450 N Street, Sacramento, CA 95814

Tenure: Permanent  
(916) 322-4364

VPOS Date: 10/24/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the close supervision of an Office Services Supervisor II, the incumbent sort's documents into numerical order by account number, files pre-sorted documents into active taxpayer folders, pulls closed out accounts from the active shelves, and performs searches for requested tax returns. This position is in a high rise building.

**OFFICE ASSISTANT (GENERAL)**

Position Number: 290-484-1441-724

Location: Taxpayer Records Unit  
Salary: \$2074 - \$2770  
Time Base: Full Time  
Contact: Sue Broome  
MIC: 36  
450 N Street, Sacramento, CA 95814

Tenure: Permanent  
(916) 322-4364

VPOS Date: 10/31/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the close supervision of an Office Services Supervisor II, the incumbent sort's documents into numerical order by account number, files pre-sorted documents into active taxpayer folders, pulls closed out accounts from the active shelves, and performs searches for requested tax returns. This position is in a high rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**OFFICE ASSISTANT (GENERAL)**

Position Number: 290-484-1441-715

Location: Taxpayer Records Unit  
Salary: \$2074 - \$2770  
Time Base: Full Time Tenure: Permanent  
Contact: Sue Broome (916) 322-4364  
MIC: 36  
450 N Street, Sacramento, CA 95814

VPOS Date: 10/31/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the close supervision of an Office Services Supervisor II, the incumbent sorts documents into numerical order by account number, files pre-sorted documents into active taxpayer folders, pulls closed out accounts from the active shelves, and performs searches for requested tax returns. This position is in a high rise building.

**OFFICE SERVICES SUPERVISOR III**

Position Number: 290-484-1151-003

Location: Taxpayer Records Unit  
Salary: \$3358 - \$4085  
Time Base: Full Time Tenure: Permanent  
Contact: Alice Miller (916) 205-9117 Email: alice.miller@boe.ca.gov  
MIC: 93  
450 N Street, Sacramento, CA 95814

VPOS Date: 11/19/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the direction of the Office Services Manager I (OSM I), the Office Services Supervisor III oversees the operation of four sub-units involved in the maintenance and disposition of confidential taxpayer account records for the Sales and Use Tax Department of the Board of Equalization (BOE). Through subordinate supervisors, the incumbent plans, organizes, and directs the work of a staff of approximately 48 permanent fulltime clerical employees engaged in the following work functions: Folder service, Record disposition, Microfilm/camera, and Deletion. This position is located in a high-rise building.

**OFFICE TECHNICIAN (TYPING)**

Position Number: 290-492-1139-003

Location: Environmental Fees Division  
Salary: \$2686 - \$3264  
Time Base: Full Time Tenure: Permanent  
Contact: Serena Lambert (916) 445-6666  
MIC: 48  
450 N Street, Sacramento, CA 95814

VPOS Date: 12/28/2007

**Filing Date: 1/14/2008**

All applicants will be considered; however, SROA/Surplus will be given priority. Under the general direction of the Chief in the Environmental Fees Division, the Office Technician (T) serves as the division's Attendance Coordinator and is responsible for general administrative office functions and performs the most advanced clerical duties in support of the Environmental Fees Division (EFD). This position has many varied duties, which requires a high degree of initiative, independence and confidentiality in order to complete tasks with a minimum of supervision or specific direction. The position is located in a high-rise building. Please list position number on your application under job title(s) for which you are applying.



**State Board of Equalization  
Position Vacancy and Examination Announcements**

**STAFF INFORMATION SYSTEM ANALYST (SPECIALIST)**

Position Number: 290-381-1312-064

**(OR) ASSOCIATE INFORMATION SYSTEM ANALYST (SPECIALIST)**

Position Number: 290-381-1470-064

Location: Technology Services Division  
Salary: \$5065 - \$6466 (or) \$4619 - \$5897  
Time Base: Full Time Tenure: Permanent  
Contact: Jerry Lairamore (916) 327-7900  
MIC: 26  
450 N Street, Sacramento, CA 95814

VPOS Date: 9/19/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Team member, Local Area Network (LAN) and Personal Computer (PC) Support Unit: Under the direction of the DPM II serves as small group leader or team member performing a variety of tasks supporting IT customers with network infrastructure, desktop and laptop computers, printers, etc. Activities include all aspects of network production support which includes troubleshooting, resolving technical problems, providing technical assistance to customers, preparing support documentation, and participating in customer service education. Lead or participate in projects such as corporate PC and printer refresh and survey activities. Assist remote access customers with connectivity and security issues. Prepare and distribute images for desktop and laptop systems. Desirable Qualifications include: Experience installing, configuring, and troubleshooting problems with network connected PCs, laptops, printers, peripherals, video terminals and related devices. Knowledge of the features and functions of office applications. Ability to install, configure, and troubleshoot problems with PC applications software and the Windows 2000 and XP operating systems. Experience installing, configuring and troubleshooting local and wide area network infrastructure components such as hubs and switches. Ability to troubleshoot and correct complex network and remote access connectivity issues. Must be able to meet stringent workload and project deadlines, work independently and as a team member, and be self-motivated. All applications will be carefully reviewed and only the most qualified candidates will be selected for an interview. Please state your eligibility for this position in the Explanations section of your application. The position is located in a high-rise building.

**STAFF PROGRAMMER ANALYST (SPEC)**

Position Number: 290-381-1581-950

**(OR) ASSOCIATE PROGRAMMER ANALYST (SPEC)**

Position Number: 290-381-1579-950

Location: Technology Services Division  
Salary: \$5065 - \$6466 (or) \$4619 - \$5897  
Time Base: Full Time Tenure: Permanent  
Contact: Brian Shijo (916) 323-8908  
MIC: 26  
450 N Street, Sacramento, CA 95814

VPOS Date: 2/22/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. The incumbent will serve in a leadership role for the Corporate Support Mid-Tier Unit. Lead support position for maintaining existing applications or develop new applications that support the corporate mid-tier environment. The mid-tier environment supports applications that produce tax returns, receipt of payments, and management of accounts receivable and allocation of revenues. Serve as either lead or member of a project team for large scale enhancements to the subsystem. JAVA(J2EE) experience is required. Please state your eligibility for this position in the Explanations section of your application. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**STAFF PROGRAMMER ANALYST (SPECIALIST)**

Position Number: 290-381-1581-074

Location: Technology Services Division

Salary: \$5065 - \$6466

Time Base: Full Time

Tenure: Limited Term No. of Months: 18

Contact: Scott Capulong

(916) 323-9783

MIC: 26

450 N Street, Sacramento, CA 95814

VPOS Date: 10/24/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Serves as a member of a project team or works independently to develop new applications and maintain/enhance existing programs and/or systems. Required knowledge, skills and abilities: knowledge in systems analysis, design, coding, unit testing, and integration testing; ability to work independently and as part of a team; ability to work cooperatively with others; ability to communicate effectively, both orally and in writing. Desirable experience/qualifications: Natural/Adabas. Willing to consider hiring at the Associate Programmer Analyst, Programmer II, or Programmer I classifications. All applications will be carefully screened and only the most qualified candidates will be selected for an interview. Please state your eligibility for this position in the Explanations section of your application. The position is located in a high-rise building.

**STAFF PROGRAMMER ANALYST (SPECIALIST)**

Position Number: 290-381-1581-049

**(OR) ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)**

Position Number: 290-381-1579-049

**(OR) PROGRAMMER II**

Position Number: 290-381-1383-049

**(OR) PROGRAMMER I**

Position Number: 290-381-1382-049

Location: Technology Services Division

Salary: \$5065 - \$6466 (or) \$4619 - \$5897 (or) \$4033 - \$5147 (or) \$3262 - \$4087

Time Base: Full Time

Tenure: Permanent

Contact: Scott Capulong

(916) 323-9783

MIC: 26

450 N Street, Sacramento, CA 95814

VPOS Date: 11/28/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Two positions are available. Serves as a member of a project team or works independently to develop new applications and maintain/enhance existing programs and/or systems. Required knowledge, skills and abilities: knowledge in systems analysis, design, coding, unit testing, and integration testing; ability to work independently and as part of a team; ability to work cooperatively with others; ability to communicate effectively, both orally and in writing. Desirable experience/qualifications: Natural/Adabas. Willing to consider hiring at the Associate Programmer Analyst, Programmer II, or Programmer I classifications. All applications will be carefully screened and only the most qualified candidates will be selected for an interview. Please state your eligibility for this position in the Explanations section of your application. The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**STAFF SERVICES ANALYST**

Position Number: 290-051-5157-002

Location: Board Member Office, 4th District - Monterey Park  
Salary: \$2817 - \$4446  
Time Base: Full Time Tenure: Permanent  
Contact: Terri Deane (916) 323-9562  
MIC: 16  
450 N Street, Sacramento, CA, 95814

VPOS Date: 12/21/2007

**Filing Date: 1/11/2008**

This position is located in a Board Member's Monterey Park office. The Staff Services Analyst (SSA) independently performs and provides a range of analytical and administrative staff services for the Fourth District Board Member's Office. The incumbent assists with the outreach program; plans, organizes, and attends taxpayer forums; prepares talking points; reviews and analyzes sensitive and urgent correspondence and reports, and prepares a written summary/response for the Board Member; analyzes legislative proposals for impact on Board operations, tax programs or administrative procedures; researches and analyzes taxpayer issues and prepares policy analyses/issue papers or response for the Board Member. Travel required 5-10% of the time. Interested applicants must submit a standard state application and resume to the address indicated; duty statement available upon request. All applicants will be considered, however, SROA/Surplus will be given priority. Please note: Section 12 of your application should state your eligibility for this vacancy or include whether you are in a SROA/Surplus/Reemployment status (be sure to attach proof of this status to your application).

**STAFF SERVICES ANALYST (GENERAL)**

Position Number: 290-333-5157-010

Location: Board Proceedings Division  
Salary: \$2817 - \$4446  
Time Base: Full Time Tenure: Permanent  
Contact: Claudia Madrigal (916) 324-8261 Email:  
MIC: 80 [claudia.madrigal@boe.ca.gov](mailto:claudia.madrigal@boe.ca.gov)  
450 N Street Sacramento, CA 95814

VPOS Date: 1/3/2008

**Filing Date: 1/17/2008**

All applicants will be considered however, SROA/Surplus will be given priority. Under the direction of the Chief, Board Proceedings Division, the Appeals Analyst performs analytical functions in the management of California's Corporate Franchise and Personal Income Tax Appellate Program. The incumbent has administrative responsibility for all steps in the process: reviews taxpayer appeals for compliance with statutory and regulatory requirements, determines the jurisdiction of the Board of Equalization to consider purported appeals and determine deadlines and monitors compliance to assure prompt completion of the appellate function. The incumbent makes decisions on the management of appeals and advises appellants, the Franchise Tax Board and the Board of Equalization Legal staff on the progress of appeals. The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**STUDENT ASSISTANT**

Position Number: 290-381-4870-900

Location: Technology Services Division  
Salary: \$1458 - \$1941  
Time Base: Part Time                      Tenure: TAU  
Contact: Jerry Lairamore                      (916) 327-7900  
MIC: 26  
450 N Street, Sacramento, CA 95814

VPOS Date: 10/31/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the direct supervision of a Data Processing Manger II and lead technical staff, the Student Assistant will provide information technology support and assistance by configuring and installing computers, laptops, printers, and personal computer peripherals. The Student Assistant will also respond to, troubleshoot, and resolve minor computer problems and update inventory data. Must be able to work a minimum of 20 hours per week. The position is located in a high-rise building. All applicants will be considered and only the top candidates will be selected for an interview.

**SUPERVISING TAX AUDITOR I**

Position Number: 290-464-4280-914

Location: Audit and Information Section  
Salary: \$5076 - \$6476  
Time Base: Full Time                      Tenure: Permanent  
Contact: James C. Kuhl, Sr.                      (916) 324-2916  
MIC: 44  
450 N Street, Sacramento, CA 95814

VPOS Date: 1/3/2008

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general direction of the Supervisor, Audit and Information Section, the Supervisor, Information and Advisory Unit, is responsible for planning, organizing, directing and evaluating the activities of the Information and Advisory Unit. The Information and Advisory Unit Supervisor independently assists and advises the Supervising Tax Auditor III on the most sensitive and complex audit issues and procedures, practices and standards used in the Board's sales and use taxes program; and as directed, acts on behalf of the Supervising Tax Auditor III. The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**SUPERVISING TAX AUDITOR I**

Position Number: 290-492-4280-021

Location: Environmental Fees Division

Salary: \$5076 - \$6476

Time Base: Full Time

Tenure: Limited Term 12 No. of Months:

Contact: April Parich

(916) 324-2160

MIC: 48

450 N Street, Sacramento CA 95814

VPOS Date: 12/28/2007

**Filing Date: 1/14/2008**

All applicants will be considered; however, SROA/Surplus will be given priority. Under the general direction of the Environmental Fees Division Principal Auditor, the Supervising Tax Auditor supervises a large group of auditors conducting audits of moderate-to-high level difficulty and headquarters audit staff that perform moderate-to-high level specialized audit functions. The audit supervisor plans, organizes and directs the work of the field and headquarters auditors in the Environmental Fees Division. This position is responsible for developing and recommending for approval the policies, programs and procedures related to the audit functions of the hazardous substances, solid waste and recycling fee programs. Limited Term position may become permanent. Travel required 25% of the time. The position is located in a high-rise building. Travel required 25% of the time. The position is located in a high-rise building.

**SUPERVISING TAX AUDITOR II**

Position Number: 290-493-4277-389

Location: Excise Taxes Division

Salary: \$5573 - \$7113

Time Base: Full Time

Tenure: Permanent

Contact: Amber Alvarez

(916) 327-6416

MIC: 56

450 N. Street, Sacramento, CA 95814

VPOS Date: 12/28/2007

**Filing Date: 1/14/2008**

All applicants will be considered; however, SROA/Surplus will be given priority. Under the general direction of the Excise Taxes Division Principal Auditor, the STA II is responsible for direction of the headquarters and field audit functions for six excise tax programs: Emergency Telephone User Surcharge, Electrical Energy Users Surcharge, Alcoholic Beverage Taxes, Cigarette and Tobacco Products Tax, Oil Recycling Fee, and Insurance Tax. In addition to planning, developing, recommending for approval and implementing policies, programs and procedures relating to the headquarters audit operations, this position determines which accounts will be audited, orders audit assignment, conducts office discussions on protested audits, approves audit reports for transmittal, and correspondence with taxpayers and their representatives relating to the statewide field audit functions. This position is responsible for organizing and directing the work of 16 permanent full-time employees that perform the necessary duties. The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**SUPERVISING TAX TECHNICIAN II**

Position Number: 290-486-1977-001

Location: Local Revenue Allocation Unit  
Salary: \$2953 - \$3590  
Time Base: Full Time Tenure: Permanent  
Contact: Diana Oldfield (916) 324-2977  
MIC: 27  
450 N Street, Sacramento, CA 95814

VPOS Date: 10/24/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Plan, organize and control workflow of 8 TT II's on the Registration & Security Control Team. Processes work with staff on the team. Knowledge of local & district tax laws & regulations and BOE Registration policies and procedures. General knowledge of BOE's EEO policies and procedures. The position is located in a high-rise building.

**SUPERVISING TAX TECHNICIAN III**

Position Number: 290-486-1978-002

Location: Local Revenue Allocation Unit  
Salary: \$3358 - \$4085  
Time Base: Full Time Tenure: Permanent  
Contact: Diana Oldfield (916) 324-2977  
MIC: 27  
450 N Street, Sacramento, CA 95814

VPOS Date: 10/25/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Plan, organize and control workflow of 3 Tax Tech III, 6 Tax Tech II, and 2 Tax Tech I. Oversees assignment of tax area codes during return processing. Processes work with staff on the team. Knowledge of local and district tax laws and regulations. General knowledge of BOE's EEO policies and procedures. The position is located in a high-rise building.

**TAX AUDITOR**

Position Number: 290-494-4267-045

**(OR) ASSOCIATE TAX AUDITOR**

Position Number: 290-494-4281-045

Location: Fuel Industry Section - HQ Sacramento  
Salary: \$3262 - \$4903 (or) \$4619 - \$5897  
Time Base: Full Time Tenure: Permanent  
Contact: Joan Steinhart (916) 323-9368  
MIC: 31  
450 N Street, Sacramento, CA 95814

VPOS Date: 12/20/2007

**Filing Date: 1/07/2008**

All applicants will be considered however, SROA/Surplus will be given priority. Under close supervision of the Supervising Tax Auditor, the Tax Auditor conducts less complex audits in the tax programs administered by the Fuel Taxes Division, and assists Senior Auditors with the audits of the most difficult accounts in these programs. The Tax Auditor may also review and evaluate taxpayer petitions or claims for refunds. The Associate Tax Auditor performs more difficult field audits. Position requires up to 50% travel and will require long and irregular hours, including weekends. Please include official transcripts or copies with your application. The Tax Auditor starting salary receives a Hiring-Above-Minimum (HAM) total salary rate of \$3262, Range A only. Interested candidates must meet educational requirements. The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**TAX CONSULTANT EXPERT II, EXEMPT**

Position Number: 290-026-9592-001

Location: Board Member Office, 1st District, Sacramento  
Salary: \$7984 - \$10164  
Time Base: Full Time Tenure: Exempt  
Contact: Terri Deane (916) 323-9562  
MIC: 17  
450 N Street, Sacramento, CA, 95814

VPOS Date: 12/11/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. The Exempt position is located in a Board Member's Sacramento Office. Under the direct supervision of the Legal Advisor to the Board Member and the overall direction of the Chief Deputy to the Board Member, the Tax Consultant Expert performs professional legal and analytical work, maintains and disseminates information on current and emerging developments in tax law, and handles all quasi-legislative and quasi-judicial actions of the Board, providing legal and policy advice and counsel to the Board Member in the area of federal, state, and multistate corporate, franchise, and personal income tax laws. Duties of the position include but are not limited to: Providing legal and policy analysis to the Board Member on the application of state corporate, franchise, and personal income tax laws in tax appeals matters before the Board; and conducting independent research to determine the legal and practical effects of and to formulate recommendations on proposed regulatory and legislative changes, current and emerging tax issues, pending administrative actions, and settlements; Assisting with the development of outreach events and educational resources on common income tax issues, and keeping updated on the status of key changes to federal and state income tax laws and regulations; Consulting with taxpayers, attorneys, accountants, and representatives of other governmental agencies on the application of the various income tax laws; and attending various state and national conferences or forums on the application of state and federal income tax laws and regulations; and represent and/or accompany the Board member at community/district functions for the purpose of outreach relating to income tax issues. All qualified applicants are encouraged to apply. Current employment in state civil service is not required. Qualified applicants should file a Standard State application (Form 678) available from the State Personnel Board's website ([www.spb.ca.gov](http://www.spb.ca.gov)), a resume, and a statement of qualifications specifying how the desirable qualifications are met. Send to: Examination and Recruitment Section, State Board of Equalization, 450 N Street, MIC: 17, Sacramento, California 95814, Attention: Terri Deane. Questions concerning this job announcement should be directed to Terri Deane, Human Resources Division at (916) 323-9562. Travel required 5% of the time. The position is located in a high-rise building.

**TAX COUNSEL**

Position Number: 290-311-6728-188

Location: Legal Department - Tax and Fees Division  
Salary: \$4674 - \$7828  
Time Base: Full Time Tenure: Permanent  
Contact: Richard Moon (714) 796-1667  
MIC: EA  
28 Civic Center Plaza, Ste. 239, Santa Ana, CA 92701-4011

VPOS Date: 11/28/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the direction of a Supervising Tax Counsel this position performs legal work of average difficulty, including conduct research, draft opinions, answer oral and written inquiries from the staff, the Board, and other Government entities and the public, appear at hearings of the Board representing Valuation and Policy, Planning and Standards staff, consult with and offer legal advise to the staff and management as required. This position is located in Santa Ana, Ca.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**TAX COUNSEL**

Position Number: 290-311-6728-827

Location: Legal Department-Appeals Division  
Salary: \$4674 - \$7828  
Time Base: Full Time Tenure: Permanent  
Contact: Patricia Lucero (916) 323-4409 Email: Pat.Lucero@boe.ca.gov  
MIC: 83  
450 N Street, Sacramento, CA 95814

VPOS Date: 12/13/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Tax Counsel position available in the Appeals Division. Under the direction of the Assistant Chief Counsel and Supervising Tax Counsel in the Legal Department, this position functions as a Tax Attorney and performs duties in connection with the Boards administration of its tax programs. If you are new to state service, your name must appear on the BOE Certification List for this classification. The test can be taken on the internet. The positions are located in a high-rise building.

**TAX TECHNICIAN I**

Position Number: 290-273-1973-743

Location: Culver City District Office  
Salary: \$2280 - \$2975  
Time Base: Full Time Tenure: Permanent  
Contact: Janet L. Watanabe (310) 342-1018  
MIC: AS  
PO Box 3652 - Culver City, CA 90231-3652

VPOS Date: 1/4/2008

**Filing Date: 1/18/2008**

All applicants will be considered however, SROA/Surplus will be given priority. Under close supervision of the Business Taxes Compliance Supervisor II, the Tax Technician I performs the less difficult and complex technical work and is responsible for basic compliance and support functions. This includes, but is not limited to, applying laws, rules and policies relating to the Board of Equalization's programs; performing account maintenance duties, including the filing and pulling of taxpayer records and account files; accessing taxpayer information via a video terminal and/or modifying account information as necessary; and processing of the incoming and out going mail which may include money payments and handling of sensitive and confidential material. The incumbent will receive an additional \$100.00 per month pay differential. The position requires the incumbent to be fingerprinted.

**TAX TECHNICIAN II**

Position Number: 290-486-1974-715

Location: Local Revenue Allocation Unit  
Salary: \$2638 - \$3209  
Time Base: Full Time Tenure: Permanent  
Contact: Diana Oldfield (916) 324-2977  
MIC: 27  
450 N Street, Sacramento, CA 95814

VPOS Date: 11/28/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Assigns area codes during the return processing RUSH, reviews and corrects the Registration file. Provides assistance to City government officials on annexations, incorporations, and redevelopments. The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**TAX TECHNICIAN II**

Position Number: 290-486-1974-707

Location: Local Revenue Allocation Unit  
Salary: \$2638 - \$3209  
Time Base: Full Time Tenure: Permanent  
Contact: Diana Oldfield (916) 324-2977  
MIC: 27  
450 N Street, Sacramento, CA 95814

VPOS Date: 12/28/2007

**Filing Date: 1/14/2008**

All applicants will be considered; however, SROA/Surplus will be given priority. Reviews and verifies sub-location tax area reports for revenue adjustments, scheduled returns for correct allocations and initiates on line adjustments for amended returns and other transactions. The position is located in a high-rise building.

**TAX TECHNICIAN III**

Position Number: 290-492-1975-029

Location: Environmental Fees Division  
Salary: \$2951 - \$3588  
Time Base: Full Time Tenure: Permanent  
Contact: Jamie Harlow (916) 327-3417  
MIC: 48  
450 N Street, Sacramento, CA 95814

VPOS Date: 11/27/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general supervision of the Business Taxes Compliance Supervisor II, using highly independent initiative and judgement, the incumbent works independently with little day to day supervision, reviewing account files, correspondence and documents and determines action to be taken. Additionally, serves as an expert staff resource responsible for the more sensitive and complex Tire Recycling program area's most difficult work. Applies laws, rules and regulations as necessary when preparing billings with penalty and interest, and refunding or adjusting accounts. Must attain a detailed knowledge of several data processing systems including STARS and IRIS, in order to handle difficult adjustment and billing assignments. Must understand the complexity of all systems, rules and procedures involved in tax return processing for the Tire Recycling program, as the position has a high consequence of error and in most instances is the last level of review. The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**TAX TECHNICIAN III**

Position Number: 290-493-1975-019

Location: Excise Taxes Division  
Salary: \$2951 - \$3588  
Time Base: Full Time Tenure: Permanent  
Contact: Amber Alvarez (916) 327-6416  
MIC: 56  
450 N. Street Sacramento, Ca 95814

VPOS Date: 1/4/2008

**Filing Date: 1/18/2008**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general direction of the Business Taxes Compliance Supervisor II, using highly independent initiative and judgment, the incumbent works independently with little day to day supervision, reviewing account files, correspondence and documents and determines action to be taken. Additionally, serves as an expert staff resource responsible for the more sensitive and complex program area's most difficult work. Applies laws, rules and regulations as necessary when approving or denying extensions, preparing billings with penalty and interest, and refunding or adjusting accounts. Must attain a detailed knowledge of several data processing systems including IRIS, in order to handle difficult adjustment and billing assignments. Must understand the complexity of all systems, rules and procedures involved in tax return processing for various tax programs, as the position has a high consequence of error and in most instances is the last level of review. Maintains the cigarette warehouse releases pertaining to the imports of unstamped cigarettes into California. Answer telephone calls and correspondence regarding the Cigarette & Tobacco Products Tax Law policy and procedure. The position is located in a high-rise building.

**TRAINING OFFICER I**

Position Number: 290-332-5197-004

Location: Training Section  
Salary: \$4400 - \$5348  
Time Base: Full Time Tenure: Permanent  
Contact: Jayne Clark (916) 445-3276 Email: jayne.clark@boe.ca.gov  
MIC: 14  
450 N Street, Sacramento, CA 95814

VPOS Date: 12/11/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Unique opportunity to join our dynamic and innovative team of trainers at the Board of Equalization. Our training team works in a collaborative effort to deliver training to approximately 4000 employees statewide. This position gives you the opportunity to meet and network with our employees in both the southern and northern California district offices by delivering training classes statewide. This is the perfect opportunity for an individual who is motivated, a self-starter, independent, and creative who can develop and deliver training classes to our valued employees. Overnight travel may be up to 70%, and you must be able to work in high-rise buildings. Training and development assignments may be considered.

# *Board of Equalization*

## *Examinations*

### **Current Promotional Exams:**

- Supervising Tax Technician II/III – Promotional Statewide  
Final Filing Date: January 8, 2008
- Business Taxes Compliance Specialist – Promotional Statewide  
Final Filing Date: January 15, 2008
- Associate Accounting Analyst – Promotional Sacramento  
Final Filing Date: January 15, 2008
- Tax Counsel IV – Promotional Sacramento  
Final Filing Date: January 18, 2008
- Supervising Property Appraiser– Promotional Sacramento & Norwalk  
Final Filing Date: January 25 2008

### **Promotional Continuous Filing Exams:**

- Associate Governmental Program Analyst
- Associate Tax Auditor
- Tax Technician II

### **Open Continuous Filing Exams:**

- Assistant/Associate Property Appraiser (Bulletin revised 8/2005)\*
- Assistant/Associate Property Auditor Appraiser (Bulletin revised 8/2005)\*
- Business Taxes Representative\*
- Tax Auditor\*
- Tax Counsel (Open Spot – Sacramento)\*
- Tax Technician I (Bulletin revised 6/2006)

### **\*Exams administered on the Internet (Internet address: (<http://exams.spb.ca.gov>))**

Board of Equalization employees can view the above bulletins on the Board's Intranet site (eBOE). For further information, you may contact the Examination Section at (916) 324-4807.

### **STATE PERSONNEL BOARD ADMINISTERED EXAMS**

The Board utilizes the Key Data Operator, Office Assistant (General and Typing), Office Technician (General and Typing) and the Staff Services Analyst exams administered by the State Personnel Board on an open basis. For more information on these exams visit the SPB's Internet website <http://jobs.spb.ca.gov/bulletinsrd.cfm> or contact the Board's Examination Section.