

Chief, Field Audit and Compliance Division  
Tax Branch/CEA Level B  
Employment Development Department

Under the administrative direction of the Tax Branch Deputy Director, the Chief, Field Audit and Compliance Division (FACD) plans, organizes, directs, facilitates, and evaluates the Employment Tax Audit and Compliance Development Operation programs administered statewide by the Division. The Chief establishes and carries out the Division's mission, in alignment with Tax Branch and Department objectives; provides consultation and guidance to subordinate managers statewide; manages and controls budgeted resources for effective resource management. The incumbent works with Division management to: develop goals and monitor outcomes of the programs responsible for the tax audit, underground economy and fraud; assess work performance and goal achievement; develop and modify work processes to best meet performance goals.

- 45% Plans, organizes, facilitates, directs, and evaluates the daily activities of the FACD staff. Oversees the administrative and program policy formulation and decisions for the Division. Develops strategic direction in support of the Tax Branch strategic plan. Develops and monitors performance measures within the Division. Evaluates performance and modifies measures or processes to support Division goals, as appropriate. Represents the Division in meetings with other EDD entities, partner tax agencies, and other external agencies. Promotes team building, open communication, and continuous process improvements that support Division values and mission with all levels throughout the Division
- 30% Manages the daily operations of the Division to ensure consistency and continuity in the direction and critical execution of our state/federal responsibilities within the employment tax system. Develops initiatives to ensure successful implementation of the Division Strategic Plan with clear roles and responsibilities, internal and external oversight controls, policies, practices, standards, and procedures. Monitors personnel and operating expenses and equipment resource allocations to ensure that the Division's spending does not exceed its allocation.
- 20% Develops and implements continuous improvement policies necessary to administer Division programs; develops processes and priorities for Division activities to ensure the quality customer service is provided.
- 5% In the absence of the Deputy Director, may serve as acting Deputy Director.