

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Program Technician II	<i>Program Technician II</i>
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	280-704-9928-906
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Compliance Development Operations Northern Underground Economy Section Complex Case Group	Brenda Smith
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Field Audit and Compliance	Tax Administrator I, EDD
BRANCH:	REVISION DATE:
Tax	1/11/2019
Duties Based on: <input type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input checked="" type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) <i>Click here to enter text.</i>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under the general supervision of the Tax Administrator I, the incumbent performs journey-level duties and is responsible for the more difficult, complex, and sensitive assignments relating to processing the lead screening and lead development for non-compliant employers. Gathers information, processes allegations and performs skip searches are required skills for this position. The incumbent utilizes the Accounting and Compliance Enterprise System (ACES) to conduct research, update employer accounts, and gather data from other regulatory state agencies.	
Percentage of Duties	Essential Functions
40%	Responsible for the more difficult, complex, and sensitive assignments relating to processing the lead screening and lead development for non-compliant employers. Completes the more difficult screening requests for Underground Economy Section and its partnering agencies. Screens and research databases assigned to other regulatory agencies for information on employers suspected of underground economy activity. Follows up with Compliance

Civil Service Classification
Program Technician II

Position Number
280-704-9928-906

Supervisor's Signature:		Date:	
7. HRSD USE ONLY			
Personnel Management Group (PMG) Approval			
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved	
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	dmg	1/22/2019	
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:			

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file

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Program Technician	<i>Program Technician</i>
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OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Compliance Development Operations Northern Underground Economy Section Complex Case Group	Brenda Smith
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Field Audit and Compliance	Tax Administrator I, EDD
BRANCH:	REVISION DATE:
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Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) <i>Click here to enter text.</i>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under the close supervision of the Tax Administrator I, the Program Technician is responsible for the lead screening and development for non-compliant employers. Gathers information, processes allegations and performs skip searches. Uses the Accounting and Compliance Enterprise System (ACES) to gather database information from other regulatory state agencies.	
Percentage of Duties	Essential Functions
40%	Completes screening requests for the Underground Economy Operations programs and its partnering agencies. Screens and researches databases assigned to other regulatory agencies for information on employers suspected of underground economy activity. Skip search databases for information on employers suspected of underground economy activity based on leads from the general public, informants, partner agencies, and Employment Development Department staff.

Civil Service Classification

Program Technician

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