

California Department of Tax and Fee Administration DUTY STATEMENT

 CURRENT
 PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Supervising Tax Auditor III		WORKING TITLE Audit Principal	
DIVISION/OFFICE/UNIT Field Operations Division/		SPECIFIC LOCATION ASSIGNED TO , CA	
SEERA DESIGNATION Supervisory	BARGAINING UNIT 01	WORK WEEK GROUP E	CERTIFICATES REQUIRED None
FINGERPRINTS/BACKGROUND CHECK REQUIRED ☒ Yes ☐ No	BILINGUAL POSITION ☐ Yes ☒ No	SUPERVISION EXERCISED Yes	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 291- -4271-	
<i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Business Taxes Administrator (BTA) III (Office Administrator), the Supervising Tax Auditor (STA) III (Audit Principal), is responsible for the administration of the audit program in the field offices. The Audit Principal plans, organizes, and directs the audit programs through subordinate supervisors and provides audit program guidance to field office supervisors. The incumbent is responsible for office audit functions including in-depth field auditing and other administrative activities relative to enforcing applicable laws, regulations, policies, and procedures. The incumbent also fosters cooperation and integrates functions between audit and compliance staff. With oversight to field offices, and attending meetings and training, the position requires travel up to 40% of the time which may include overnight. Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT	DUTIES		
50%	<u>ESSENTIAL JOB FUNCTIONS</u> Plans, directs, and evaluates the office audit program. Reviews audit operations to ensure adherence with Department policies, procedures, mission, and objectives. Prepares reports on office audit activities and makes recommendations for improvement. Reviews work completed by subordinate staff and discussed work-in-process with employees and/or subordinate supervisors to provide direction and feedback and ensure work is properly completed. Provides direction to staff to ensure statewide uniform understanding and application of bulletins and operations memoranda relative to the administration of the audit program. Ensures audit and administrative policies and procedures are uniformly applied to taxpayers to achieve uniformity, quality, and quantity of service. Conducts/attends staff meetings to discuss the coordination of activities within the office, new law changes and other matters relative to tax administration. Ensures adequate training for audit staff and supervisors. Acts as office level hearing officer on non-concurred audits and petitioned cases. Meets with taxpayers or representatives, research applicable laws and regulations and drafts related correspondence and reports.		
25%	Directs and coordinates the activities of subordinate supervisors. Creates, develops, and maintains good working relationships with employees, emphasizing to audit supervisory staff the preventive nature of the disciplinary process. Maintains open, thorough communications with audit supervisors and staff. Provides direction to ensure continuation of progressive supervisory development programs and identifies qualified personnel for developmental assignments. Ensures the effective evaluation of employee job performance. Reviews and approves applicable probationary and annual performance reports. Provides direction, guidance, and coordination of the discipline process when it involves corrective action. Maintains expertise and stays current on personnel and general administrative practices and policies. As needed, sits in for the Administrator in that person's absence.		
10%	Reviews the results, addresses issues, and ensures implementation of corrective action in response to findings from internal audits, audit and compliance evaluations, and other examinations by control agencies. Investigates complaints or leads and responds to inquiries from elected officials, management, and the public regarding audit operations.		

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10%	Provides advice, expertise and assistance to the Director, Chief Deputy Director, Deputy Director of Field Operations, Administrator, and others on office audit issues and statewide program policies and procedures. Serves on committees to recommend or formulate changes in policy and other special projects. Responsible for preparing and reviewing a variety of reports and correspondence, including requests for legal opinions. Monitors the progress of a multitude of tasks with varying due dates and urgency to ensure their timely completion.	
5%	<u>MARGINAL JOB FUNCTIONS</u> Other job-related duties as required, including representing the CDTFA before public interest groups, service clubs and other organizations; participates on oral panels or as a consultant to exams; conducts hiring interviews; and conducts training classes. Ensures audit staff has adequate resources (supplies, updated manuals, working equipment, etc.) to perform assigned duties. Immediately addresses issues relating to staff health and/or safety.	
WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):		
Work Environment: May work in a high-rise building		
Physical Abilities: - Use a personal computer, calculator, and other modern office equipment - Work long, irregular hours averaging a minimum of 40 hours a week over a 12-month period - Ability to transport materials, up to thirty (30) pounds, with or without reasonable accommodation - Requires being in a stationary position, consistent with office work, for extended periods of time		
Additional Requirements/Expectations: Travel, which may include overnight, to Sacramento and other field offices for meetings and training		
<i>I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.</i>		
PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
<i>I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.</i>		
PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
HRB Approval Date: 01/30/2026		C&P Analyst Initials: LS