

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 II		WORKING TITLE Supervising Tax Auditor	
DIVISION/OFFICE/UNIT Field Operations Division / Audit Review Section		SPECIFIC LOCATION ASSIGNED TO	
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) 291-479-4277-XXX	
<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 Supervising Tax Auditor (STA) III, Audit Review Principal, the Supervising Tax Auditor (STA) II supervises a team responsible for the review of audits performed by Field Operations Division (FOD). This includes conducting reviews of the most complex cases, including specialized civil and criminal tax fraud audits pertaining to different taxes and fees administered by the California Department of Tax and Fee Administration (CDTFA). The STA II participates in the hiring process, trains staff, plans, assigns, monitors, and evaluates the work performed by the audit reviewers. The STA II may act for the Audit Review Principal and handle special projects as needed. The STA II may be required to travel up to 25% of the time, including overnight travel. Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT	DUTIES		
55%	<u>ESSENTIAL JOB FUNCTIONS</u> Plans, organizes, directs, and implements the audit review process for the Field Operations Division. Ensures adherence with California Department of Tax and Fee Administration policies, procedures, mission, and objectives. Conducts appropriate supervision-level reviews. Prepares and reviews reports on audit review activities and makes recommendations for improvement. Conducts periodic staff meetings to discuss the coordination of activities within the section, new law changes, and other matters. Monitors the progress of tasks with varying due dates and urgency to ensure their timely completion.		
25%	Provides advice, expertise, and assistance to the Assistant Deputy Director Audit, Audit Review Principal and other management on policy, procedure, and audit review issues. Communicates with the Audit Review Principal on trends discovered in audits resulting in material audit errors and deficiencies or common error's which are impacting statewide accuracy, thoroughness, and consistency of the audits. Assists Audit Review Principal in developing, implementing, and monitoring quality control of audit review.		
10%	Participates in the hiring of new personnel; reviews and identifies training needs and provides input into the annual training plan for the Audit Review Section; trains new personnel; prepares employee probationary and annual performance appraisal reports and addresses personnel issues for the staff.		
5%	Acts on behalf of Audit Review Principal, as delegated or in their absence. Holds office discussions and write up recommendations and reports. Plans and conducts crew meetings; fills in for other supervisors in their absence.		
5%	<u>MARGINAL JOB FUNCTIONS</u> Monitors, inputs, and retrieves information from CDTFA's network and information systems. May attend Petition Hearings and Appeals Conferences; may also be required to testify in court on tax fraud audit findings. Performs other job-related duties as required.		

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):**Work Environment:**

- May work in a high-rise building

Physical Abilities:

- Ability to transport materials up to thirty (30) pounds, with or without reasonable accommodation
- Work long irregular hours, both in and out of the office in various locations statewide

Additional Requirements/Expectations:

- Travel to and work at assigned field sites, may include evenings, weekends, and/or overnight travel
- The position may be called to testify in administrative hearing matters and criminal court proceedings

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.

PRINT EMPLOYEE NAME

EMPLOYEE'S SIGNATURE

DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

PRINT SUPERVISOR NAME

SUPERVISOR'S SIGNATURE

DATE

HRB Approval Date: 8/07/2024

C&P Analyst Initials: AT