

California Department of Tax and Fee Administration DUTY STATEMENT

☐ CURRENT
☒ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Business Taxes Specialist III		WORKING TITLE Business Taxes Specialist III	
DIVISION/OFFICE/UNIT Field Operations Division		SPECIFIC LOCATION ASSIGNED TO CA Statewide	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP E	CERTIFICATES REQUIRED None
FINGERPRINTS/BACKGROUND CHECK REQUIRED ☒ Yes ☐ No	BILINGUAL POSITION ☐ Yes ☒ No	SUPERVISION EXERCISED None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 291 - 440 - 4378 -	

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.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Deputy Director, Field Operations Division (FOD), the Business Taxes Specialist III will serve as the highest technical resource to management and act as a liaison with division heads and/or key management and executive management on issues having statewide impact on enforcement, audit, and advanced collection activities related to criminal investigations; cigarette, tobacco, and cannabis inspections; and unlicensed cannabis and sales suppression audit, compliance, and civil investigation activities. This position plans, organizes, and directs large and complex projects; develops precedent setting policy and procedural recommendations; acts independently to research legal, audit, licensing and complex compliance and enforcement problems and issues; attends meetings on behalf of FOD leadership that address policy, legislative or regulatory content; prepares and maintains complex reports and coordinates clearances; coordinates and collaborates with state and local agencies and law enforcement; and provides advisory services to executive management including recommending specialized compliance and auditing procedures, legislative changes, and budget change proposals to be used by the department. Travel up to 25% of the time may be required.

Candidate must be able to perform the following essential job functions with or without reasonable accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
30%	<u>ESSENTIAL JOB FUNCTIONS</u> Top technical advisor on multiple tax and fee programs, with primary emphasis on enforcement, audit, and advanced collection activities related to criminal investigations; cigarette, tobacco, and cannabis inspections; and unlicensed cannabis and sales suppression audit, compliance, and civil investigation activities. Provides direction, guidance and technical support to FOD leadership to ensure that correct procedures are being followed using various reference materials. Attends meetings, makes presentations and advocates on behalf of the FOD leadership team.
30%	Develops new standards and methods of tax enforcement; recommends changes when necessary to those standards and methods; develops and prepares procedures and policy for distribution to team members; prepares new procedure and reference manuals; develops notices and publications for enforcement activity; develops and implements new training policies and procedures; organizes and/or administers such training as needed. Develops implementation plans and executes the identified steps.
25%	Prepares written analysis of regulations, legislation, memorandums of understanding, interagency agreements, local ordinances, and civil procedure to be used by the department, state and local agencies, law enforcement, the cannabis industry, and the cigarette and tobacco industry. Provides written summaries on impact of proposed legislation on FOD enforcement activity; completes analysis of data and communicates information; provides recommendations for statewide civil and criminal enforcement activity; provides advisory services to executive management including recommending specialized compliance and auditing procedures, legislative changes, and budget change proposals.

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10%	Prepares and maintains complex reports. Coordinates clearances; serves as a primary contact and facilitator of meetings to seek feedback with FOD leadership and team members. On an ongoing basis, identifies and makes recommendations on potential opportunities for FOD improvements relating to civil and criminal enforcement activities and emerging industries such as cannabis and tobacco. Works with other functional areas to improve operational effectiveness and efficiency, and improved coordination amongst divisions.	
5%	<u>MARGINAL JOB FUNCTIONS</u> Attends leadership meetings, team meetings, training sessions, and other job-related duties as required. Acts as a back-up to other team members or the FOD leadership team as appropriate to support FOD operational needs.	
WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):		
Work Environment: Position located in a high-rise building.		
Physical Abilities: - Daily use of a computer. - Withstand possible impairment and/or contamination from tobacco /cannabis products or odor.		
Additional Requirements/Expectations: - Work independently. - Travel up to 25% of time may be required. - Work long and irregular hours including weekends on occasion.		
<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: 3/6/2025		C&P Analyst Initials: TP