

California Department of Tax and Fee Administration

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Business Taxes Administrator II		WORKING TITLE Compliance Principal	
DIVISION/OFFICE/UNIT Field Operations Division/		SPECIFIC LOCATION ASSIGNED TO	
SEERA DESIGNATION Supervisory	BARGAINING UNIT S01	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- -4331-	
<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 and the functional guidance of the Assistant Deputy Director of Compliance, the BTA II provides strategic leadership and operational oversight for the unit's compliance program and all related functions. The incumbent plans, organizes, and directs the program through first-line supervisors to ensure effective and consistent enforcement of applicable laws, regulations, policies, and procedures. The BTA II oversees a broad range of compliance and administrative functions, including, but not limited to, taxpayer registration, escrow, cashiering, advisory services, collection of delinquent taxes, investigation of taxpayers, and collection of debt and other administrative activities. The incumbent ensures that unit objectives align with departmental goals and fosters strong collaboration between audit and compliance team members to promote an integrated, efficient, and customer-focused approach to compliance. Travel is required for up to 25% 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		
30%	<u>ESSENTIAL JOB FUNCTIONS</u> Plans, organizes, and directs unit operations to ensure adherence to CDTFA policies and objectives. Conducts principal-level reviews and prepares or evaluates compliance reports to recommend program improvements. Reviews metrics, identifies trends, and develops action plans to improve performance. Provides clear guidance to ensure statewide consistency in the application of bulletins and operational memos. Holds periodic meetings to coordinate activities and address law changes. Ensures training and development for staff and supervisors. Manages multiple deadlines and resolves issues escalated beyond supervisors to maintain continuity and effectiveness. Mediates and resolves operational issues or disputes that cannot be resolved by the unit's supervisors and team members, providing authoritative guidance and sound decision-making to maintain program continuity and effectiveness.		
30%	Directs and coordinates the activities of compliance supervisors to ensure consistent, high-quality program administration. Maintains proactive communication and a collaborative work environment. Provides leadership in preventive and corrective disciplinary processes and ensures compliance with personnel policies. Oversees performance evaluations, approves probationary and annual reports, and ensures corrective actions following audits or reviews. Investigates complaints, responds to operational inquiries, and provides authoritative resolutions. Approves attendance records, time reports, leave requests, and expense claims in accordance with departmental standards.		
25%	Conducts discussions on complex compliance matters such as revocations and garnishments and provides final direction. Approves clearances and compliance actions and recommends criminal prosecution when warranted. Serves as liaison with other agencies and coordinates with internal units to support compliance operations. Reviews aged cases for timely action and assists staff with complex enforcement decisions. Conducts spot reviews to assess work quality and provide feedback. Coordinates special projects and collaborates with outside agencies on emerging or non-compliant industries, including cannabis.		

10%

Provides expert analysis and advice to executive management on complex compliance issues and statewide policies. Participates in committees and special projects that improve program effectiveness. Prepares and reviews reports, correspondence, and legal opinion requests. Represents CDTFA at public events, trainings, hiring interviews, and oral panels. Serves as a resource for other units, fills in for supervisors as needed, and conducts or supports training efforts.

5%

MARGINAL JOB FUNCTIONS

Manages facility and office environment issues, maintains and secures state property and assigned materials, and immediately addresses team health or safety matters. Performs other duties as required to cover the workload.

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

- ☐ Standard office environment, including possible placement in a high-rise building.
- ☐ Parking varies by location
- ☐ Exposure to cannabis, nicotine, and other related products is deemed potentially hazardous.
- ☐ Daily travel over a wide geographical area

Physical Abilities:

- ☐ Remain in a stationary position for extended periods of time to meet operational needs and critical deadlines.
- ☐ Use a computer/laptop, office equipment, and a telephone daily.
- ☐ Ability to transfer and transport materials, supplies, and equipment weighing up to fifty (50) pounds with or without reasonable accommodation.
- ☐ Withstand possible impairment and/or contamination from cannabis products or odor.
- ☐ Ability to transport materials (including cannabis and tobacco products) up to fifty (50) pounds with or without reasonable accommodation.

Additional Requirements/Expectations:

- ☐ Travel may be required to meet training requirements, including overnight stays.
- ☐ Work long and irregular hours averaging a minimum of 40 hours a week over a 12-month period.
- ☐ Travel to and work at assigned field sites, to meet operational needs, which may include overnight
- ☐ The position may be called to testify in administrative hearing matters and criminal court proceedings.
- ☐ May act as Notary Public on behalf of CDTFA, requiring certification as Notary Public.
- ☐ Appear as a witness and arrange for the appearance of witnesses to present testimony in administrative hearings and criminal actions.
- ☐ **To perform the essential duties of the position, the incumbent must complete and pass PC 832 training.** Successful completion of **PC 832: Arrest, Search, & Seizure**, will be required prior to the conclusion of the probationary period and appointment into the Business Taxes Compliance Specialist classification. Those who are unsuccessful or unable to complete the necessary training during the probationary period will not be appointed to the position.
- ☐ **Limited Peace Officer status is required.** As such, persons convicted of a felony are disqualified from employment and may not be appointed to positions within the Bureau. Pursuant to Government Code Section 1031 (a), to be a peace officer, a person must either be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.
- ☐ **This position is designated as a mobile worker position** and will require an incumbent to spend the majority of their time (fifty percent or more) working at various locations other than their home or office in a single day (CMAP 1014).

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: 04/27/2026

C&P Analyst Initials: DF