

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 I		WORKING TITLE Supervising Investigator	
DIVISION/OFFICE/UNIT Tax Investigations Bureau/Criminal Investigations Section		SPECIFIC LOCATION ASSIGNED TO West Sacramento, CA	
SEERA DESIGNATION S	BARGAINING UNIT 01	WORK WEEK GROUP 3	CERTIFICATES REQUIRED None
FINGERPRINTS/BACKGROUND CHECK REQUIRED ☒ Yes ☐ No	BILINGUAL POSITION ☐ Yes ☒ No	SUPERVISION EXERCISED None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 290-328-4335-004	
<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 II, the Business Taxes Administrator I provides direct supervision to investigation units within the Southern and Northern Regions of the Tax Investigations Bureau's Criminal Investigations Section. The role supports efforts to deter fraud and tax evasion and to enhance compliance across all programs administered by the California Department of Tax and Fee Administration (CDTFA). Core responsibilities include overseeing the identification of tax evasion activities, directing criminal tax evasion investigations, coordinating the service of search warrants, presenting cases and complaints to prosecutorial agencies, and providing testimony in court proceedings. This position carries limited peace officer status. The position may require statewide travel up to 50% of the time and may include overnight. 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 monitors criminal and fraud investigations performed by Investigators. Directs time allotted to ensure successful completion of cases, complaints and assignments. Serves as a technical resource on the most complex fraud investigations in the office and in the field. Reviews investigation reports for format and appropriate content. Evaluates quality and completeness of evidentiary material collected by Investigators in accordance with established guidelines. Communicates report quality concerns to Investigators for corrections. Handles Investigator case and complaint metrics, follow ups and timelines for the successful completion of assignments. Reviews, tracks and compiles monthly activity reports for Investigative assignments.		
20%	Discusses cases which require legal interpretations or clarification, with CDTFA's Legal Division. Appears at formal and informal hearings to supplement information contained in technical reports. Assists in coordinating statewide fraud prosecution efforts with other agencies. Oversees preparation of criminal complaints in cooperation with State and/or local law enforcement agencies. Participate in field work for search warrants, surveillance, meetings with District Attorney's and other state and local law enforcement agencies statewide. Assist with warehouse functions for evidence intake, review and destruction.		
10%	Reviews and evaluates employee work performance, reviews expense claims, reviews and prepares probation reports, Performance Appraisal Summary reports, Employee Development Appraisals and Promotional Readiness Evaluations. Makes recommendations for promotions and hiring. Reviews training needs and prepares the Annual Training Report.		

10%	Supervises staff activities during search warrants in the field. Monitors use of state owned/leased equipment to ensure proper use in accordance with State Administrative Manual (SAM) and CDTFA Manual of Administrative Policies (CMAP). Monitors the safeguarding of equipment and badges of all employees with limited peace officer status. Takes action to be certain it is properly maintained and secured when not in use.
5%	<u>MARGINAL JOB FUNCTIONS</u> Performs other job-related duties as required.

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

- May work in a high-rise
- Exposure to cannabis, nicotine, and other related products deemed potentially hazardous.

Physical Abilities:

- Ability to transfer and transport materials, supplies, and equipment weighing up to fifty (50) pounds with or without reasonable accommodation.

Additional Requirements/Expectations:

- Work long and irregular hours including weekends, both in and out of the office and in various locations throughout the state.
- To perform the essential duties of the position with the Tax Investigation Bureau, staff 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 Administrator I classification. Those who are unsuccessful or unable to complete the necessary training within the probationary period will not receive appointment into the position.
- Limited Peace Officer (LPO) status is required. As such, persons convicted of a felony are disqualified from employment and may not be appointed to positions within the Tax Investigation 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.
- Appear as a witness and arrange for the appearance of witnesses to present testimony in administrative hearings and criminal actions.
- Travel will be required up to 50% of the time, at times throughout the state and overnight.

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
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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
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HRB Approval Date: 09/02/2026
C&P Analyst Initials: AT