STATE OF CALIFORNIA
Franchise Tax Board

Proposed

HR Date: 09/09/2026

HR Initials: AES

Duty Statement

Request for Personnel Action (RPA) Number	Effective Date
Classification Title Career Executive Assignment (CEA B)	Position Number 564-140-7500-001
Working Title Director, Internal Audit Bureau	Bureau and Section Internal Audit Bureau

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the administrative direction of the Division Chief, Administrative Services Division, the incumbent directs the department's Internal Audit and Political Reform Audit Sections. In this capacity, and as a member of the department's Senior Management Team, the incumbent provides high-level administrative advice and policy to top management regarding the programs Bureau. This includes interaction with both internal and external entities in development of policies, processes, and procedures for which the Bureau is responsible. For Internal audit related matters, the incumbent reports to the Audit Committee which consists of the Executive Officer, Chief Counsel, and the Chief Financial Officer. The incumbent receives functional oversight from the Executive Officer and administrative and daily operational oversight from the Division Chief, Administrative Services Division.

Essential Functions

Percentage	Description
45%	Provides leadership in developing and implementing policies and procedures relating to the Internal Audit and Political Reform Audit programs including assessments of the effectiveness of administrative, financial, and operational controls with the department and completes an accurate disclosure of individuals covered under the Political Reform Act (PRA) of 1974. Reviews audit reports from both Internal Audit and Political Reform Audit Sections to ensure the reports are accurate and the issues are treated consistently.
25%	Represents the department with State, Federal and other interested parties as needed with respect to Internal Audit and Political Reform Audit related issues. Also represents the department by participating in Statewide Internal Audit Organization Steering Committee chaired by the Department of Finance. Participates in selected Action Committees
20%	Advises and makes recommendations to the department's Senior Management Team on a variety of policy issues and other complexities as they relate to the Internal Audit and Political Reform Audit Programs. Serves as a resource on strategic areas to proactively maintain Senior Management's focus to prevent control breakdowns.

Marginal Functions

Percentage	Description
10%	Serves as an active member on various enterprise committees and project teams. Responds to written and verbal inquiries from department management and external parties on programs in the Bureau. Performs special assignments or projects for the Executive Officer and/or the Audit Committee on matters dealing with internal audit and PRA issues.

Signature Authorization

If I choose to sign this form electronically, I agree that my electronic signature is a legally binding equivalent to my handwritten signature on a paper form.

Employee: I confirm that I have read and understand the described duties and functions of this position.

Name (Print)	Signature	Date

Supervisor: I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)	Signature	Date