STATE OF CALIFORNIA
Franchise Tax Board

Current or Proposed
Proposed
Date Approved
10/05/2026
HR Initials
AD

DUTY STATEMENT

Request for Personnel Action (RPA) Number ERPA-2627-00131	**Effective Date** 01/01/2027
Classification Title Associate Tax Auditor, FTB	**Position Number** 564-769-4361-010
Working Title Associate Tax Auditor - Lead	**Bureau and Section** Filing Compliance Bureau Compliance, Analysis, & Validation Section

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 supervision of the Audit Supervisor, in the Compliance, Analysis & Validation Section (CAVS), the incumbent acts independently and as a team member. The incumbent is responsible for performing more difficult and complex audits, research, and analysis to detect noncompliance trends and opportunities to address California's tax gap. The incumbent will also conduct projects to develop methodologies, policies, and procedures for pursuing under-reporters and other segments of the tax gap.

Essential Functions

Percentage	Description
35%	Actively audit and pursue more difficult and complex under-reported cases for identification of underreported trends and methods for

	detection. Using the results of audits and other project results, develop an automated selection process to identify under-reporters with the highest tax potential. This effort includes sampling cases, developing, and recommending appropriate program policy changes, and implementing approved changes. The incumbent will also develop study plans and reports to measure effectiveness and develop methodologies to select and pursue the most productive under-reporter cases for staff to work.
25%	Evaluate, access, and analyze data resources to discover noncompliance trends and opportunities to address California's income tax gap. Design, prepare and analyze reports concerning more difficult and complex issues involving various elements of noncompliance. Independently work preparer compliance and Sports workloads. Assist in the development and training of new Auditors.
20%	Research internal and external sources which will involve working with the Internal Revenue Service (IRS), private sector researchers, departmental staff, and other state agencies to identify and secure new compliance research data for applicability toward California's tax gap issues.
15%	Review the work produced by the Tax Auditors in the team to ensure quality, quantity and timeliness of cases. Act as a team leader to develop the technical expertise of other less experienced or tax new auditors.

Marginal Functions

Percentage	Description
5%	Represent the bureau on interdepartmental teams. Attend staff meetings and technical training as needed.

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