Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Tax Administrator I	*Tax Administrator I*
NAME OF INCUMBENT:	POSITION NUMBER:
	280-653-4332-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Benefit and Claims Processing Operations	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Integrity and Accounting Division	Tax Administrator II
BRANCH:	REVISION DATE:
Unemployment Insurance	10/17/2022

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☐ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

The Unemployment Insurance Integrity and Accounting Division (UIIAD) is responsible for the Benefit Payment Control activities that include claims processing, fraud prevention and detection, establishment of overpayments, employer and claimant assistance and maintenance of employer and claimant accounts to ensure the integrity of the UI Trust Fund.

Under the general direction of the Section Chief, the Tax Administrator I is responsible for managing, supervising, coaching, mentoring, and supporting the efforts of professional and technical staff engaged in the program activities. The incumbent interacts and shares information with the other managers in the section.

Percentage of Duties	Essential Functions
40%	Creates and promotes a shared vision and incorporates and clarifies for staff its relationship with daily work. Communicates policy direction and branch strategy to staff; gives constructive feedback and identifies barriers and works to eliminate them. Manages information to achieve quality and improve overall performance. Creates opportunities for team work and recognizes diversity of each team member. Establishes coaching partnerships with staff to create a work environment that stimulates learning, encourages growth and recognizes individuals to perform at peak levels. Looks for operation efficiencies and encourages continuous improvement by focusing on customer expectations and delivery of exceptional service in order to achieve the ultimate goal of customer satisfaction. Plans, organizes and implements staff activities, system and procedure changes required by legislation and UI program policy and procedures. Ensures service level agreements within the UI branch are being met.
30%	Evaluates staffing needs based on workloads to assure optimum use of available budget resources and allocates resources accordingly. Recruits, interviews and hires staff. Coaches and evaluates staff through timely probationary, performance reports and one on one meetings.
20%	Facilitates change and implements team recommendations for continuous process improvements, policies and procedures related to functions of the group. Defines, determines and monitors effective performance measures to achieve desired outcome. Prepares and analyzes operational reports and management information system reports covering the group or section activities for measuring efficiency and effectiveness.
5%	Prepares input and confers with high-level management from both within and outside the branch. Facilitates and actively participates in staff and management meetings. Coordinates activities with other groups, sections and divisions of the Department. Serves on committees and task forces, assists on special projects and prepares project reports. Assists with other UI branch workloads when priority work is backlogged.

Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%

Civil Service Classification
Tax Administrator I

Position Number
280-653-4332-XXX

Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: *Click here to enter text.*	

Type of Environment:
☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:

Interaction with Customers:
☐ Required to work in the lobby
☐ Required to work at a public counter
☒ Required to assist customers on the phone
☐ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

Sr. Accounting Officer Supervisors

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

☒ Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	NA	10/17/2022

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file