California Department of Tax and Fee Administration

DUTY STATEMENT

☒ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Business Taxes Compliance Specialist		Tax Compliance Specialist	
DIVISION/OFFICE/UNIT		SPECIFIC LOCATION ASSIGNED TO	
Field Operations Division/Inspections Bureau		West Sacramento , **CA**	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
Rank and File	**01**	**2**	**None**
FINGERPRINTS/BACKGROUND CHECK REQUIRED	BILINGUAL POSITION	SUPERVISION EXERCISED	
☒ Yes ☐ No	☐ Yes ☒ No	**None**	
INCUMBENT		POSITION NUMBER *(Agency-Unit-Class-Serial)*	
		291-327-8694- xxx	

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.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general supervision of a Business Taxes Administrator (BTA) I, the Business Taxes Compliance Specialist (BTCS), independently performs the more complex and difficult tax compliance and enforcement work, which may include conducting licensing inspections, administrative seizures, gaining compliance of unlicensed businesses and appearing in court proceedings for CDTFA tax programs including cigarette and tobacco, sales tax and cannabis. The BTCS also prepares appropriate inspection and seizure reports, conducts field observations, assists in identifying interrelated fraud schemes, and performs other related duties to ensure compliance with tax laws, including licensing and reporting requirements. The position requires the incumbent to travel at least 50% of the time, which includes overnight travel.

Candidate must be able to perform the following essential job functions with or without reasonable accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
	ESSENTIAL JOB FUNCTIONS
75%	Conducts inspections of businesses that sell cigarettes, tobacco products, and cannabis to identify compliance issues with the tax laws administered by the CDTFA. Uses current cigarette stamp verification equipment and reconciles other tobacco products inventory and invoices. Independently conducts background investigations using CROS, the Investigations Tracking System, and other background research tools to ascertain true ownership and to avoid compromising an active criminal investigation. Uses investigative procedures and techniques to complete routine inspections, which require conducting, documenting field observations, advising taxpayers, documenting statements of taxpayers regarding potential criminal tax evasion activities, and recording inspection findings, which may include administrative seizures of cigarettes and tobacco products as forfeited to the state pursuant to the Revenue and Taxation Code. Communicates, educates, and gathers information from taxpayers and their representatives, other agencies, and the public. Enforces licensing requirements and provides support to the field offices pursuant to section 6071 of the Revenue and Taxation Code by collecting and evaluating evidence, works with District Attorneys on misdemeanor prosecutions, prepares detailed license inspection and citation reports, and testifies in civil and criminal proceedings. Conducts inspections of businesses selling cannabis products.
20%	Provides assistance to taxpayers to ensure compliance with the tax laws; meets and coordinates with state, federal, and local law enforcement on joint inspections; meets with health services and other public agencies for the purpose of enhancing voluntary compliance and enforcement activities.
	MARGINAL JOB FUNCTIONS
5%	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 building
- Standard office environment
- Parking varies by location
- Exposure to cannabis, nicotine, and other related products is deemed potentially hazardous.

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 thirty (30) 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.
- Must be flexible and willing to adjust to changing work schedules, if required, for operational needs.
- 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.
- **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 the incumbent to spend the majority of their time (50% 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: 3/24/2026	**C&P Analyst Initials: JC**

California Department of Tax and Fee Administration

DUTY STATEMENT

☐ CURRENT
☒ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Business Taxes Representative		Business Taxes Representative	
DIVISION/OFFICE/UNIT		SPECIFIC LOCATION ASSIGNED TO	
Field Operations Division/ IB		West Sacramento, CA	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
Rank and File	**01**	**2**	**None**
FINGERPRINTS/BACKGROUND CHECK REQUIRED	BILINGUAL POSITION	SUPERVISION EXERCISED	
☒ Yes ☐ No	☐ Yes ☒ No	**None**	
INCUMBENT		POSITION NUMBER *(Agency-Unit-Class-Serial)*	
		291- 327 **-8690-** XXX	

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POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the close supervision of the Business Taxes Administrator (BTA), I, the Business Taxes Representative (BTR) performs tax compliance work which may include assisting license inspections, administrative seizures of cigarette and tobacco products, and cannabis products, and gaining compliance of unlicensed businesses. The BTR also prepares appropriate inspection documents and may contribute to seizure reports, may conduct field observations, assist in identifying interrelated fraud schemes, and perform other related duties to ensure compliance with tax laws, including the licensing and reporting requirements. Travel may be required up to 50% of the time, including overnight stays.

Candidate must be able to perform the following essential job functions with or without reasonable accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
	ESSENTIAL JOB FUNCTIONS
75%	Assists with inspections of businesses that sell cigarettes, tobacco products, and cannabis to identify compliance issues with the tax laws administered by the CDTFA. Uses current cigarette stamp verification equipment and reconciles other tobacco products inventory and invoices. Uses CROS, the Investigations Tracking System, and other background research tools to ascertain true ownership and to avoid compromising an active criminal investigation. Uses investigative procedures and techniques to complete routine inspections, which require conducting, documenting field observations, advising taxpayers, documenting statements of taxpayers regarding potential criminal tax evasion activities, and recording inspection findings, which may include administrative seizures of cigarettes and tobacco products as forfeited to the state pursuant to the Revenue and Taxation Code. Communicates, educates, and gathers information from taxpayers and their representatives, other agencies, and the public. Assists with conducting inspections of businesses selling cannabis products. Assists the Limited Peace Officers (LPOs) in processing the non-LPO necessary paperwork related to inspections, including the opening and closing of complaints. Prepares appropriate inspection documents and may contribute to seizure reports, including counting, documenting, & photographing of seizures. Documents field observations, advises taxpayers, documents taxpayers' statements regarding potential criminal tax evasion activities, and prepares inspection findings reports. This may involve administrative seizures of cigarettes, tobacco, and cannabis products being forfeited to the state pursuant to tax laws administered by the Inspections Bureau.
20%	Communicates with taxpayers, representatives, and other agencies to gather and verify information supporting licensing and reporting compliance. Provides guidance to promote voluntary compliance and participates in joint inspections and collaborative enforcement efforts as required. Provides assistance to taxpayers to ensure compliance with the tax laws; participates in meetings with law enforcement and other state agencies relating to joint inspections.
	MARGINAL JOB FUNCTIONS

5%	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 building
- ☐ Standard office environment
- ☐ Parking varies by location
- ☐ Exposure to cannabis, nicotine, and other related products is deemed potentially hazardous.

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 telephone daily.
- ☐ Ability to transfer and transport materials, supplies, and equipment weighing up to thirty (30) pounds with or without reasonable accommodation.
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Additional Requirements/Expectations:

- ☐ Travel may be required to meet training requirements, which may include overnight.
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- ☐ The position may be called to testify in administrative hearing matters and criminal court proceedings.
- ☐ 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: 03/11/2026	**C&P Analyst Initials: DF**