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 Specialist II		**Legislative Analyst**	
DIVISION/OFFICE/UNIT		SPECIFIC LOCATION ASSIGNED TO	
Legislation Bureau		**Sacramento Heaquarters**	
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	**May act as lead**	
INCUMBENT		POSITION NUMBER *(Agency-Unit-Class-Serial)*	
		291-315-4379-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 direction of the Chief and the guidance of a Business Taxes Specialist III, the incumbent functions as a staff specialist in legislative program development and policy; analyzes complex proposed legislation relating to diverse subject matter; acts as a consultant, policy advisor, and technical expert on legislative issues for the Legislation Bureau Chief, the Director, and other senior management. Also, may represent the CDTFA before members of the Legislature and their staff (including committee staff), the Governor's Office, Government Operations Agency, the Department of Finance, other state agencies, local governments, major public interest groups and legislative advocates. Essential job functions include but are not limited to the functions set forth below.

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

PERCENTAGE OF TIME SPENT	DUTIES
	ESSENTIAL JOB FUNCTIONS
65%	Design and draft legislation at the request of the Director and the Legislation Bureau Chief, relating to new tax and fee programs, as well as tax and fee administration and compliance matters. In collaboration with relevant program and Legislation Bureau staff, track and provide written analysis of complex proposed legislation that would significantly impact department-wide operational processes. In collaboration with Government Operations Agency staff, negotiate legislative amendments with legislators and their staff (including committee staff), the Department of Finance, other state and local government agencies, and legislative advocates.
15%	Identify and monitor political and policy issues associated with pending legislation or the development and implementation of new programs that may impact the CDTFA's operational processes. Recommend to the Legislation Bureau Chief appropriate means to address these issues and implement recommendation as directed.
15%	Review legislative revenue estimates provided by the Research and Statistics Bureau to determine accuracy and identify potential political ramifications. Coordinate program areas to provide legislative cost estimates.
	MARGINAL JOB FUNCTIONS
5%	As one of the CDTFA's legislative advisors, presents on pending or recently enacted legislation to agency staff and other external parties when requested. Assists with presenting Administration proposals and/or formal testimony at legislative committee hearings, as requested by the Legislation and Research Bureau Chief.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB *(if applicable)*:

Work Environment:

- High-rise building

Physical Abilities:

- Ability to remain in a stationary position, consistent with office work, for extended periods of time
- Ability to access and use a personal computer, office equipment, and/or telephone daily
- Ability to operated and use modern office equipment

Additional Requirements/Expectations:

- Must work collaboratively in a team environment and maintain regular attendance as determined by the Department.

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: 2/6/2024	**C&P Analyst Initials: AB**