STATE OF CALIFORNIA
Franchise Tax Board

**Current or Proposed**
Proposed
**Date Approved**
11/16/2026
**HR Initials**
AD

# DUTY STATEMENT

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| **Request for Personnel Action (RPA) Number**<br>ERPA-2627-00203 | **Effective Date**<br>12/15/2026 |
| **Classification Title**<br>Program Specialist II, FTB | **Position Number**<br>564-769-4365-002 |
| **Working Title**<br>Program Specialist II | **Bureau and Section**<br>Filing Compliance Bureau<br><br>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 general direction of the Administrator II, the Program Specialist II provides expert technical support for the Preparer Compliance Program's audit workload. The incumbent focuses on complex Preparer Compliance audits, inventory development, audit procedure support, and training on issues related to Personal Income Tax and Business Entities. The incumbent maintains a working knowledge of the Preparer Scoring Application (PSA), interprets model outputs, and assists modelers with case selection and scoping. The incumbent is expected to help translate modeling results into actionable audit workload and provide structured feedback to modelers regarding case quality and selection criteria.

## Essential Functions

| Percentage | Description |
|---|---|
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|---|---|
| 40% | Serve as the Subject Matter Expert and Lead Technical Reviewer by providing technical guidance and recommendations for the Preparer Compliance Program. Conduct technical training on related audit workloads, advise on workload efficiency, and offer constructive feedback to support staff in building workload independence. Communicate with the management team regarding overall staff development and areas of opportunity. Collaborate with management on policy and legal interpretation matters, and recommend changes to laws, regulations, policies, or procedures through established departmental channels. Analyze and oversee the technical review of proposed legislation to determine its impact on the Preparer Compliance Program. |
| 35% | Conduct large, complex, and sensitive audits and investigations in accordance with established audit standards, resource considerations, and the policies and procedures detailed in the Manual of Audit Procedures (MAP). Document audit progress in the Enterprise Tax System (ETS) as appropriate. Ensure all audit activities comply with Federal and California tax laws, audit standards, regulations, the Taxpayer Bill of Rights, and departmental policies. Analyze factual information and make accurate audit determinations through thorough research and application of tax laws, regulations, tax court decisions, legal memoranda and opinions, departmental policies, and other relevant authorities. |
| 15% | Scope and analyze the most complex and sensitive returns identified through the Preparer Scoring Application (PSA) for potential audit and inventory maintenance. Conduct research to identify issues related to aggressive or sophisticated tax avoidance schemes used by taxpayers to minimize tax liability or avoid filing requirements. Collaborate with audit modelers and analysts to develop, identify, and evaluate data sources that support and enhance the Preparer Compliance Program. |

## Marginal Functions

| Percentage | Description |
|---|---|
| 10% | Serve as Filing Enforcement Oral Hearing Officer. Participate in special assignments or projects. |

**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 |
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