



## EMPLOYMENT DEVELOPMENT DEPARTMENT CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	EMPLOYMENT DEVELOPMENT DEPARTMENT	<b>RELEASE DATE:</b>	Wednesday, April 24, 2013
<b>POSITION TITLE:</b>	Deputy Director, Tax Branch	<b>FINAL FILING DATE:</b>	Friday, May 24, 2013
<b>CEA LEVEL:</b>	CEA 4	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,018.00 - \$ 9,939.00 / Month	<b>BULLETIN ID:</b>	04242013_1

### POSITION DESCRIPTION

Under the administrative direction of the Director, Employment Development Department (EDD), the Deputy Director advises and provides overall direction, coordination, and evaluation of the operations of the Tax Branch; and serves the Directorate as the key advisor on matters relating to tax issues affecting departmental programs and having broad statewide impact.

The incumbent assists the Directorate in the formulation and implementation of policies and programs which will support and promote the objectives of the Department; has broad management responsibility for anticipating change and ensuring operational and cost efficiencies in the areas of tax operations; facilitates all major policy development for the Branch's four divisions: Tax Processing and Accounting Division, Collection Division, Field Audit and Compliance Division, and Tax Support Division, which are engaged in audit, accounting, collection, compliance, and appeal activities related to Unemployment Insurance, Disability Insurance, Personal Income Tax, and Employment Training Tax.

The incumbent plans, organizes, and facilitates the work of a multi-functional team of full-time and permanent intermittent employees; confers frequently with the Bureau of State Audits, Office of Attorney General and top management of other agencies, including the Franchise Tax Board, Internal Revenue Service, Board of Equalization, and the U.S. Department of Labor; discusses tax issues with management and professional and civic groups; represents the Department at meetings and conferences with the public, federal, state, and local officials, and in legal or legislative proceedings; facilitates the branch automation planning, development, implementation, oversight, systems integration, and the related interface with other branches and systems.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a current State civil service employee with permanent civil service status, as defined in

Government Code Section 18546.

**Or II**

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

**Or III**

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including

the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

The Statement of Qualifications must specifically address the desirable qualifications listed below. It should be numbered in the same order as listed. Please provide specific examples.

1. Strong management team experience demonstrating leadership, creativity, sound judgment, accountability, and the ability to create and sustain a shared vision for the organization.
2. Demonstrated capacity to work cooperatively and promote partnerships with state and federal control agencies, the Labor and Workforce Development Agency, the Legislature, and vendor community.
3. Demonstrated knowledge of state and federal laws, rules, policies and procedures relating to tax issues affecting departmental programs and having broad statewide impact.
4. Demonstrated capacity to work with employer groups, chambers of commerce, and other interested parties to identify new methods to educate employers about employment tax responsibilities and improve voluntary tax compliance by California businesses.
5. Demonstrated experience with large scale automated systems and a sound knowledge of the role of automation in the tax operations environment.
6. Demonstrated knowledge of both state and federal funding procedures, including experience developing state budget proposals.
7. Demonstrated capacity to make high level decisions on a variety of challenges in a fast-paced and changing environment.
8. Demonstrated knowledge of the principles and practices of organization, fiscal and human resource management, the legislative process, and the Department's equal employment opportunity program.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Tax Branch**, with the **EMPLOYMENT DEVELOPMENT DEPARTMENT**.

Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

This examination will consist of a Statement of qualifications weighted 100%. To obtain list eligibility, applicants must achieve a minimum rating of 70% on the Statement of Qualifications.

This examination will consist of a review of the candidates' Statement of Qualifications that describes their education, training, experience, knowledge, skills, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing. Candidates who meet the "Minimum Qualifications" will have their Statement of Qualifications rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE STATEMENT OF QUALIFICATIONS IS MANDATORY.** Candidates who do not submit a completed Statement of Qualifications will be eliminated from this examination. Hiring interviews may be conducted for the most competitive candidates.

## **FILING INSTRUCTIONS**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length. It should be numbered in the same order as listed and provide specific examples.
- Resumes do not take the place of the Statement of Qualifications.
- If qualifying under Pattern IV of the minimum qualifications, please attach a copy of the DD 214.

### **Applications must be submitted by the final filing date to:**

EMPLOYMENT DEVELOPMENT DEPARTMENT, Human Resource Services Division, MIC 54  
P.O. Box 826880, Sacramento, CA 94280-0001  
Holly Ramsey | (916) 653-8456 | Holly.Ramsey@edd.ca.gov

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The EMPLOYMENT DEVELOPMENT DEPARTMENT reserves the right to revise the

examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)