FRANCHISE TAX BOARD
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.

DEPARTMENT:	FRANCHISE TAX BOARD	**RELEASE DATE:**	Wednesday, May 8, 2013
POSITION TITLE:	Director, Filing Methods and Budget Bureau	**FINAL FILING DATE:**	Friday, June 7, 2013
CEA LEVEL:	CEA 2	**EXTENDED FINAL FILING DATE:**	
SALARY RANGE:	$ 7,815.00 - $ 8,616.00 / Month	**BULLETIN ID:**	05062013_6

POSITION DESCRIPTION

Under the general direction of the Chief of the Filing Division, the incumbent is responsible for the policy development, planning, management and administration of the department's tax forms, e-file, e-services and division budget programs. Policy, program and other decisions made by the incumbent will have a significant statewide impact on the Personal Income Tax and Bank and Corporation Tax filing programs.

The incumbent is responsible for providing enterprise-level management coordination of the strategic direction and tactical implementation of various measures aimed at decreasing taxpayer burden and reducing filing program operating costs. The incumbent is also responsible for the development and expansion of the department's self-service web applications that support return filing and payment processing; and plays a key role in the implementation of the department's Enterprise Data to Revenue (EDR) project.

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 A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by the quality and breadth of experience, the following job-related factors will provide the basis for competitively evaluating each candidate.

1. Knowledge of issues and perspectives relative to an area of expertise (e.g. changing technology, trends in electronic filing, etc.) and their relevance and application to departmental operations.

2. Skill to obtain the relevant facts and information needed in a crisis, convey a sense of confidence and commitment to a successful outcome and earn the trust of others.

3. Skill to create and express the vision in a way that resonates with others and influence others to translate the vision into action.

4. Skill to develop new approaches, methods, or technologies to improve operations and reduce costs.

5. Skill to distill key points from complex information and pass it on to others, as appropriate, in a way that is easy to understand.

6. Skill to acquire the appropriate and necessary resources and manage those resources effectively to complete assigned workloads and achieve optimum outcomes.

7. Ability to think in an enterprise manner and consider the overall impact to the Department when program planning, managing operations and making decisions.

8. Ability to model the Department's stated values and set high personal standards for ethical behavior.

9. Ability to give subordinate staff latitude and encouragement to make decisions in their own sphere of work and establish policies and procedures consistent with the organization's mission, values and business goals.

10. Ability to make critical and timely decisions in difficult or ambiguous situations, exercising sound judgment and reasoning before acting.

11. Ability to define specific tasks, milestones, deliverables, and timeframes and maintain a consistent focus on goals and resources.

12. Ability to recognize and value the importance of a customer-centric organization that values the role of all internal and external customers.

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 **Director, Filing Methods and Budget Bureau**, with the **FRANCHISE TAX BOARD**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of a standard State application (Form 678), resume, and Statement of Qualifications evaluation.

The Statement of Qualifications will be used to evaluate your education and experience as it relates to the minimum qualifications, knowledge, skill and abilities, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. Therefore, it is to your advantage to invest the time and effort to completely describe your knowledge, skills and abilities. Failure to demonstrate sound organizational structure, clarity, and correct mechanics (spelling, grammar, and punctuation) will result in your Statement of Qualifications being disqualified.

All candidates will be ranked competitively and notified of examination results. Based on the screening committee's evaluation of the competitive group, interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

FILING INSTRUCTIONS

U.S. Military veterans must attach a legible copy of his/her veteran's discharge (DD214) or other official discharge documents, showing your enlistment and discharge dates, branch of service, and character of service (i.e., Type of Discharge).

All application materials must be postmarked or received by the Examination Unit by the final filing date. Faxes will be accepted [(916) 845-0515], however; the originals must be received prior to the start of the examination.

Examination materials personally delivered, received via U.S. Postal Service, or any other delivery service after the final filing date will not be accepted and cannot be returned pursuant to California Code of Regulations 174.

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, single-spaced, using a 12 - point font.
- Resumes do not take the place of the Statement of Qualifications.
- Cover letters do not take the place of the Statement of Qualifications.
- Statement of Qualifications should specifically address each of the Desirable Qualifications.
- Applicants who fail to submit the Statement of Qualifications will be eliminated from this examination process.

Applications must be submitted by the final filing date to:

FRANCHISE TAX BOARD, Examination / Certification Unit
P.O. Box 550, Sacramento, CA 95812
Wendy Duke | (916) 845-5979 | wendy.duke@ftb.ca.gov

ADDITIONAL INFORMATION

Questions regarding this examination should be directed to Wendy Duke at (916) 845-5979.

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 FRANCHISE TAX BOARD 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