



EXEMPT JOB ANNOUNCEMENT LEGAL ADVISOR TO BOARD MEMBER

STATE BOARD OF EQUALIZATION

450 N Street
Sacramento
California 95814

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DEPARTMENT: California State Board of Equalization

POSITION TITLE: Assistant to Board Member, Legal Advisor
Board of Equalization

LOCATION: Sacramento

SALARY LEVEL: \$8,805 - \$11,189

FINAL FILING DATE: December 30, 2014

GENERAL STATEMENT OF DUTIES

This position is located in Board Member-Elect, Diane Harkey's Fourth District Sacramento office.

Under the general direction of the Chief Deputy, the Assistant to Board Member serves as legal advisor and assists the elected Board Member in carrying out their constitutional responsibilities in administering, formulating, and coordinating tax programs and the application of California tax laws accordingly. In addition, the incumbent supervises and monitors the tax program and Board meeting workload of the staff in the Fourth District Sacramento Office. Current membership in the California State Bar is required.

THE ORGANIZATION

The Board of Equalization (BOE) is unique, holding the distinction of being the only elected tax commission in the United States.

Composed of five Board Members, the BOE administers more than 30 tax and fee programs that generate revenue essential to our state. Additionally, the Board hears appeals from various business tax assessments, Franchise Tax Board actions, and public utility assessments. The BOE serves a significant role in the assessment and administration of property taxes by issuing rules and regulations, establishing the values for tax purposes of railroads and specified privately-held public utilities, and overseeing the assessment practices of the state's 58 county assessors.

Public Board meetings offer taxpayers and other interested parties the opportunity to participate in the formulation of rules and regulations adopted by the Board and to interact with the Members as they carry out their official duties. Meetings are held throughout the year. The Board meets monthly.

DUTIES OF THE POSITION

1. Provide legal advice and counsel to the Board Member and Deputy in carrying out the Board Member's constitutional responsibilities in administering, formulating, and coordinating tax programs. Provide legal assistance in preparing for Board meetings; conduct legal research for the Board Member and Deputy. Represent the Board Member in meetings with executive management and staff to obtain needed information and discuss potential problems and make recommendations. Supervise tax staff on all tax and policy matters.

DUTIES OF THE POSITION (continued)

2. Complete extensive legal analyses of all statutory and constitutional changes to the various tax programs and regulations administered by the BOE and prepare specific recommendations for the Board Member prior to public hearings concerning law changes. Complete independent analyses of proposed changes, summarize situations, and make specific recommendations to the Board Member; monitor work to ensure compliance with Office of Administrative Law policies and procedures.
3. Serves as lead legal staff for the Fourth District Board Member's office on tax policy and tax administration issues as assigned, including, but not limited to, preparing briefs on current and emerging issues and preparing, attending, and briefing staff on Interested Parties meetings.
4. Serve as a representative of the Board Member at conferences, meetings, and other events where the subject matter is pertinent to BOE programs. As required, act on behalf of the Board Member and/or Chief Deputy in their absence.
5. Prepare articles for trade publications and taxpayer organizations and write speeches for the Board Member on tax policy and tax administration issues.

DESIRABLE QUALIFICATIONS

1. Demonstrated knowledge of federal, state, and multistate tax law, tax policy, and tax program administration, especially in the area of corporate, franchise and personal income tax.
2. Knowledge of the organization of the Board of Equalization and its relationship to the Franchise Tax Board.
3. Knowledge of the Board of Equalization's mission, goals, policies, and procedures.
4. Knowledge of the organization and functions of California State government including the organization and practices of the Legislative and Executive Branches.
5. Ability to recognize and understand the political environment and consequences of actions; cognizant of the roles and responsibilities of constitutionally elected Board Members.
6. Ability to analyze data and present ideas and information effectively: gather and analyze facts; reason logically; develop and evaluate alternatives; draw valid conclusions; and make appropriate recommendations.
7. Communicate effectively: write concisely, clearly, and completely in an organized manner; distill complex and technical issues in layperson's terms; and exercise verbal communication regularly with staff team members of the Board Member.
8. Interact professionally and develop cooperative working relationships with all levels of management, staff, representatives of all levels of government, the public, and the Legislative and Executive Branches.
9. Manage multiple and/or changing priorities in a heavy workload situation, independently follow through on assignments and expectations, and ensure time constraints are addressed and deadlines met.
10. Possession of the personal characteristics of integrity, initiative, dependability, tact, sound judgment, and adaptability.
11. Ability to work long and irregular hours as necessary to complete assignments with limited notice.
12. Ability to travel at the request of the Board Member.
13. Ability to work in a high-rise building.

FILING INSTRUCTIONS:

All qualified applicants are encouraged to apply. Current employment in state civil service is not required. Current membership in the California State Bar is required. Qualified applicants should submit a resume and a two page statement of qualifications **specifying how the desirable qualifications are met.** Submit to: Human Resources Division, State Board of Equalization, 450 N Street, MIC:20, Sacramento, California 95814, Attention: Terri Deane. You may also submit via email to Terri.Deane@boe.ca.gov.

Questions concerning this job announcement should be directed to Russell Lowery, Transition Manager at Russell.Lowery@boe.ca.gov.