TAX ADMINISTRATOR III, EDD

DEPARTMENTAL PROMOTIONAL EXAMINATION - STATEWIDE

(For EDD Employees Only)

Testing Department: Employment Development Department

Bulletin Release Date: June 23, 2020

FINAL FILING DATE: **July 7, 2020**

Salary Range: $8,741 - $10,422 per month

POSITION DESCRIPTION

A Tax Administrator III, EDD, may perform in the following capacity by either:

1) Administers the entire or a large segment of the Tax Audit, Compliance Development Operations, Collection or Customer Service Programs; or

2) Administers the central office activities of a major technical function of the Employment Tax or Benefit Accounting Programs; or

3) Is responsible for large, highly complex, sensitive branch projects; policy or program review; or the implementation of major statewide programs.

Positions exist Statewide.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated on this bulletin may apply for this examination.

This is a **DEPARTMENTAL EXAMINATION** for the **Employment Development Department (EDD)**. Competition is limited to:

1. Employees who have a permanent civil service appointment with the EDD by the final filing date; or
2. Current or former employees of the Legislature with two or more years as defined in the Government Code 18990; or
3. Current or former non-elected exempt employees of the Executive Branch with two or more consecutive years as defined by Government code 18992; or
4. Persons 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 18991. Veterans must provide a copy of their DD214 for entrance requirements. Please attach your DD214 to your application. **Veterans' preference will not be granted in promotional examinations.**

For applicants under items 2, 3, or 4 above, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete. Refer to the General Information, Promotional Examinations Only section of this bulletin for other eligibility requirements. Under certain circumstances, former EDD employees may be allowed to compete under the provision of Rule 235.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements for this examination **by the final filing date, July 6, 2020**.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

EITHER I

One year of experience in the California state service performing professional tax administration duties in a class with a level of responsibility equivalent to that of Tax Administrator II, Employment Development Department; or two years of experience in the California state service performing professional tax administration duties in a class with a level of responsibility equivalent to that of Tax Administrator I, Employment Development Department.

***OR II**

Experience: Five years of increasingly responsible tax or benefit accounting, tax auditing, or field experience in tax law compliance and collection or tax-related customer service functions including at least two years in a managerial capacity. (Experience in California state service applied toward this requirement must include at least one year performing the duties in a class at a level of responsibility equivalent to that of Tax Administrator II, Employment Development Department; or at least two years performing the duties in a class at a level of responsibility equivalent to that of Tax Administrator I, Employment Development Department.)

***AND**

Education: Equivalent to graduation from college, with a specialization in **accounting, business administration, public administration or economics.**

PROOF OF EDUCATION

Applicants qualifying under **ANY** pattern of the Minimum Qualifications requiring Education must submit evidence/proof of completion of the education requirement with their Examination Application. The proof provided must be copies of college transcripts or a diploma. You may email an electronic copy of proof of education to EDDExaminations@edd.ca.gov. Please list the examination title in the subject line or mail to the address listed on this bulletin.

NOTE: If submitting proof of education via U.S. mail, please clearly mark your transcripts with your name and the exam for which you are applying.

FOREIGN DEGREES

Applicants with foreign degrees must provide an official foreign transcript evaluation that indicates that his/her foreign course work is equivalent to a degree from an accredited U.S. college or university. EDD accepts foreign transcript evaluations that are completed by one of the agencies approved by the California Commission on Teacher Credentialing. Agencies accredited by the Commission for Foreign Transcription Evaluation may be found on the Commission's website: www.ctc.ca.gov.

SPECIAL REQUIREMENTS

All employees must be willing to travel and work away from the office.

FILING INSTRUCTIONS

Examination Applications (STD. 678) are available at the CalHR's website home page at http://jobs.ca.gov/pdf/std678.pdf.

For this administration, we will accept examination applications that are directly emailed to EDDExaminations@edd.ca.gov**.** Please include the examination title **Tax Administrator III** in the subject line. If you are unable to email your application, you can submit your application via one of the following methods: by U.S. mail, parcel delivery, courier service or in person, as set forth in this announcement. If you have any questions, please contact Lanea Corbin via email at Lanea.Corbin@edd.ca.gov, or call (916) 654-7068, for assistance.

All Examination Applications must be **POSTMARKED or received** no later than the final filing date in order to be considered for the examination. Mobile barcodes or equivalent mobile print technology are **not acceptable** proof of the date the application and any other required documents or materials were mailed/filed. Applications not sent through the U.S. Postal Service, parcel delivery or courier service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 4:30 P.M. ON THE FINAL FILING DATE.** Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited.

MAILING ADDRESS:
Employment Development Department
Human Resource Services Division, MIC 54
Attention: **TA III Exam**
P.O. Box 826880
Sacramento, CA 94280-0001

FILE IN-PERSON ADDRESS:
Employment Development Department
Human Resource Services Division, MIC 54
Attention: **TA III Exam**
751 N Street, 6th Floor Solar Building
Sacramento, CA 95814

NOTE: All applicants **MUST** provide a current, valid email address on their application. The Qualifications Assessment (QA) examination link will be sent to the email address provided. Failure to provide a current and valid email address may result in non-receipt of examination information, in a timely manner, which could result in disqualification from the examination. All examination notifications (except the QA link) will be sent by mail.

Applications must also contain the following information: "to" and "from" dates (month/day/year) of employment, time base, civil service class title(s), and range, if applicable. In addition, college course information MUST include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications received without this information may be rejected.

EXAMINATION INFORMATION

This examination will consist of a **Qualifications Assessment** weighted 100%. In order to obtain a position on the eligible list, a minimum rating of **70% must be attained.**

QUALIFICATIONS ASSESSMENT – WEIGHTED 100%

It is anticipated that candidates who meet the minimum qualifications for this examination will be sent an email **the week of July 20, 2020** to the email address provided on their application. The email will contain the instructions and the link to complete the online Qualifications Assessment (QA) examination.
PLEASE NOTE: Candidates have 7 days to complete the QA from the date emailed. The QA **will not** be accessible after 5:00pm on the 7th day.

EXAMINATION INFORMATION CONTINUED

It is the candidate's responsibility to contact the Human Resource Services Division at EDDExaminations@edd.ca.gov if they have not received an email with the QA link **by July 23, 2020**. Please monitor your email account's SPAM, Junk, Bulk, etc. folder(s) as the examination email may be filtered depending on your specific account settings.

COMPETITORS WHO DO NOT COMPLETE THE QUALIFICATIONS ASSESSMENT OR DO NOT SUBMIT IT BY THE DUE DATE WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.

SCOPE OF THE EXAMINATION

KNOWLEDGE OF:

1. Basic principles, procedures and techniques used in administering the Tax Branch's tax auditing, tax or benefit accounting, tax compliance and tax-related customer service programs.
2. Taxing and related provisions of the California Unemployment Insurance Code and the Revenue and Taxation Code as they relate to the Unemployment and Disability Insurance Programs administered by the Department.
3. Legal opinions, California Unemployment Insurance Appeals Board decisions and court decisions related to the Unemployment Insurance Code and Personal Income Tax Withholding programs.
4. Departmental policies, rules and regulations.
5. Organization and operation of the Department's Tax Branch programs, policies, laws and procedures.
6. Role in establishing and implementing processes for office management and supervision techniques.
7. Upward mobility programs.
8. The Department's Equal Employment Opportunity (EEO) program objectives, a leader's role in the EEO program, and the processes available to meet the EEO objectives.
9. Principles and practices of personnel management, employer/employee relations under the provisions of the Ralph C. Dills Act.

ABILITY TO:

1. Personally, or through subordinates, supervise and direct a professional staff responsible for an element of the employment tax or benefit accounting program in a field or central office setting or to assist a higher level administrator in the operation of a major program.
2. Apply principles, procedures and techniques used in administering the Department's Tax Branch accounting, auditing, compliance and tax-related customer service programs.
3. Apply the provisions of the California Unemployment Insurance Code and the Revenue and Taxation Code and applicable regulations.
4. Apply legal opinions, court and California Unemployment Insurance Appeals Board decisions and departmental policies and procedures, establish and maintain cooperative working relations with those contacted during the course of the work.
5. Analyze situations accurately and adopt an effective course of action.
6. Communicate effectively.
7. Develop and effectively utilize all available resources.
8. Understand and support upward mobility programs.
9. Effectively contribute to the Department's Equal Employment Opportunity objectives.
10. Understand and fulfill management responsibilities under the Ralph C. Dills Act (State Employer/Employee Relations).

ELIGIBLE LIST INFORMATION

Names of successful competitors will be merged onto the existing **DEPARTMENTAL PROMOTIONAL** list for use by the Employment Development Department. Eligibility expires **24** months after it is established. **COMPETITORS MAY COMPETE ONLY ONCE IN ANY CONSECUTIVE 12-MONTH PERIOD.**

SPECIAL TESTING ARRANGEMENTS

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted and necessary arrangements will be made.

VETERANS' PREFERENCE

Veterans' Preference credits will **not** be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

CAREER CREDITS

Career Credits will **not** be added to the final score of this examination.

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state 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.

CONTACT INFORMATION

The EDD encourages all potential applicants to read this entire bulletin. All inquiries about this examination should be directed to EDDExaminations@edd.ca.gov**.** Please include the examination title, **Tax Administrator III, EDD** in the subject line. Also, you may contact the Exam Analyst, Lanea Corbin, at (916) 654-7068.

GENERAL INFORMATION

THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the Employment Development Department, Human Resource Services Division at (916) 654-7068, three weeks after the FINAL FILING DATE if he/she has not received a notice via email or U.S. mail.

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

EXAM APPLICATIONS (STD 678) are available on the Internet at http://jobs.ca.gov/pdf/std678.pdf.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, an ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final examination scores regardless of the date of the examination and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Veterans' Preference is not granted in promotional examinations. Competition is limited to those applicants who meet one of the criteria listed on page 1 of this bulletin. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at http://www.jobs.ca.gov/.

EMPLOYMENT DEVELOPMENT DEPARTMENT
Human Resource Services Division, MIC 54
P.O. Box 826880
Sacramento, CA 94280-0001
Telephone: (916) 654-7827
Website: www.edd.ca.gov

California Relay Service for Hearing Impaired:
From TDD Phone: (800) 735-2929
From Voice Phone: (800) 735-2922

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.