



## BOARD OF EQUALIZATION 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>	BOARD OF EQUALIZATION	<b>RELEASE DATE:</b>	Wednesday, December 3, 2014
<b>POSITION TITLE:</b>	Deputy Director, Property Tax Department	<b>FINAL FILING DATE:</b>	Wednesday, December 17, 2014
<b>CEA LEVEL:</b>	CEA B	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,766.00 - \$10,442.00 / Month	<b>BULLETIN ID:</b>	11172014_3

### POSITION DESCRIPTION

Within the policy guidelines set forth by the governing Board and under the general direction of the Executive Director and Chief Deputy Director, the Deputy Director, Property Tax Department, manages and directs the statewide property taxes program of the Board of Equalization. The incumbent provides consultation and advice on property tax policies and programs and on administrative issues to the Executive Director, the Chief Deputy Director and the five elected Board members. The incumbent participates in the agency's strategic decision making process as a member of the management team.

### 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)**

1. Demonstrated strong management and administrative leadership skills, including the ability to facilitate the establishment of priorities, to provide direction, and to build an effective team.

2. Ability to recognize and understand the political environment and consequences of actions. Cognizant of the roles and responsibilities of constitutionally elected Board members.
3. Strong written and verbal communication skills; strong negotiating skills; and particularly the ability to represent the Board effectively--both internally and with the public.
4. Knowledge of taxation, tax policy and tax administration; local property taxation, assessment practices, public utilities companies and railroads valuation and Timber Yield Tax, principles of public administration, personnel management and supervision.
5. Possession of the personal characteristics of integrity, initiative, dependability, tact, sound judgment, and adaptability.

## 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, Property Tax Department**, with the **BOARD OF EQUALIZATION**. 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 may consist of two phases. Phase One - an application, resume and Statement of Qualification evaluation. If deemed necessary, Phase Two - a Qualification Appraisal Interview. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" 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. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list. Based on the competitive group, the most qualified candidates may be scheduled for a hiring interview. The Board of Equalization Members will make the final selection.

## STATEMENT OF QUALIFICATIONS

In addition to the Standard State Application (STD. 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum and desirable qualifications. Please limit your response to a maximum of three (3) typed pages. The Statement of Qualifications must be in direct response to each of the following statements provided:

1. Describe your leadership ability including techniques of organizing and motivating groups and/or employees, and your ability to deal effectively with a variety of individuals, organizations, state agencies and local government.
2. Describe your high-level experience communicating to elected officials, executive level management, other state agencies, legislative staff, industry, etc.; and how you gained their confidence and support.
3. Describe your experience related to recognition and understanding the political environment and the consequences of actions.
4. Describe your ability and experience in planning, organizing, and directing the work of

multidisciplinary professional and administrative staff.

5. Describe your experience communicating and working with others as demonstrated by strong written and verbal communications skills; strong negotiating skills; and particularly the ability to represent the Board of Equalization effectively both internally and with the public.

6. Describe an experience that demonstrates your ability to analyze complex problems and recommend effective courses of action.

7. Describe your knowledge of and/or experience with property tax appraisal and current tax assessment policies, procedures, and techniques.

8. Describe your knowledge of and/or experience with both county-assessed and state-assessed properties.

## **FILING INSTRUCTIONS**

All application materials must be received by the Examination and Recruitment Section by the final filing date by 4:00 PM. Faxes will be accepted [(916) 323-3535], however, the originals must be received prior to the start of the examination. Do not send your application via interoffice or interagency mail. Applications received in this manner will not be accepted and cannot be returned pursuant to California Code of Regulations 174. Applications personally delivered, faxed, received via U.S. Postal Service, or any other delivery service after 4:00 P.M. on the final filing will not be accepted. It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and in the manner specified on this examination bulletin. Submit your application materials to: Examination and Recruitment Section, State Board of Equalization, 450 N Street, MIC: 17, Sacramento, California 95814, Attention: Ry Strella.

### **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 individually discuss the eight (8) statements provided above.
- Resumes do not take the place of the Statement of Qualifications.
- The Statement of Qualifications should consist of no more than three (3) pages in Arial size 12 font. Each page must contain a page number and only the first page should include your name.

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

BOARD OF EQUALIZATION, Examination and Recruitment Section  
450 N Street, MIC: 17, Sacramento, CA 95814  
Ry Strella | (916) 323-5888 | Ry.Strella@boe.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 BOARD OF EQUALIZATION 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](#)