



# TAX ADMINISTRATOR III, EMPLOYMENT DEVELOPMENT DEPARTMENT

## DEPARTMENTAL PROMOTIONAL EXAMINATION – STATEWIDE

*(For EDD Employees Only)*

**Testing Department:** Employment Development Department

**Bulletin Release Date:** December 15, 2016

**FINAL FILING DATE:** **December 30, 2016**

**Monthly Salary Range:** \$7,656 - \$9,129

### 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 promotional** 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.

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## MINIMUM QUALIFICATIONS

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

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 who meet the experience requirement for Pattern II (“equivalent to graduation from college with a specialization in accounting, business administration, public administration or economics”) must submit evidence/proof of completion of the education requirement with their Examination Application (STD 678). The proof provided must be copies of official/unofficial college transcripts and/or a diploma (whichever provides proof of your qualifying education). You may email an electronic copy of proof of education to [EDDExaminations@edd.ca.gov](mailto:EDDExaminations@edd.ca.gov) (please list the examination title in the subject line) or mail to the address listed on page 3 of this bulletin.

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

Educational proof must be in English or an official English translation (i.e., an accredited college, university, or private institution that translates the degree/transcripts verbatim and explains what the degree/course is equivalent to in the United States). All evidence/proof will become the property of EDD.

## SPECIAL REQUIREMENTS

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

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## FILING INSTRUCTIONS

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

All Examination Applications must be **POSTMARKED** no later than the final filing date in order to be considered for the examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 5:00 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. Submit applications directly to:

**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 USPS 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.

## 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.

## 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 January 16, 2016** 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.

**It is the candidate's responsibility** to contact the Human Resource Services Division at [EDDExaminations@edd.ca.gov](mailto:EDDExaminations@edd.ca.gov) if they have not received an email with the QA link **by January 19, 2016**. 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.**

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## 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 unless the needs of the services and conditions of list warrant a change in this period.

**COMPETITORS MAY COMPETE ONLY ONCE IN ANY CONSECUTIVE 12-MONTH PERIOD.**

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## 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](mailto:EDDExaminations@edd.ca.gov). Please include the examination title, **Tax Administrator III, EDD** in the subject line. Also, you may contact the Exam Analyst, Rachelle Chavez, at (916) 654-7979.

## 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) 654-7979, 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) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide 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.

**COLLEGE EDUCATION:** The qualifications meeting the requirement "Equivalent to graduation from college" means satisfaction of the requirements for the bachelor's degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor's degree. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent.

**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.spb.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](http://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.*