



Proposed

HR Date: 1/9/19

HR Initials: *al*

Duty Statement

Request for Personnel Action (RPA) Number	Effective Date
Classification Title Career Executive Assignment, CEA B	Position Number 564-410-7500-001
Working Title Deputy Chief Counsel, GTAP Bureau	Bureau and Section General Tax, Administration and Procedure Bureau

Our mission is to help taxpayers file timely and accurate tax returns, and pay the correct amount to fund services important to Californians. In order to support this mission, FTB employees strive to develop in CalHR's Core Competencies: Adaptability, Collaboration, Communication, Customer Engagement, Digital Fluency, Ethics and Integrity, Fostering Diversity, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the executive direction of the Division Chief, Legal Division serves as the department's expert level advisor to the Division Chief and executive management across the enterprise on general tax, administration and procedural issues arising under the Revenue and Taxation Code and the administration of Franchise and Income Tax Law. These responsibilities directly impact the formulation of departmental tax law policies, executive decision-making, program effectiveness and the quality of services provided to the public. The incumbent works in collaboration with the Executive Officer and the Executive Management Team in providing strategic policy advice and directing the operations of the Department. The GTAP Deputy Chief Counsel develops and maintains liaison with the Office of Tax Appeals, the Franchise Tax Board and control agencies regarding the department's legal needs and represents the department before the 3 member Franchise Tax Board on a broad range of general tax and administration and procedure issues. The incumbent is tapped to lead various statewide initiatives in conjunction with other agencies to improve overall state operations and leads or participates in a number of high level governance committees within FTB. Through subordinate managers the GTAP Deputy Chief Counsel directs the functions and activities of the General Tax and Tax, Administration and Procedure sections.

Essential Functions

Percentage	Description
35%	Provides the legal perspective on department-wide tax policy issues involving general tax and administration and procedure legal issues. The incumbent will evaluate and determine the impact of the department's general tax and administration and procedure tax law positions, providing information and recommendations to the Chief Counsel, Executive Officer and executive management throughout the department for use in formulating major policy decisions and establishing the department's strategic direction. Develop and maintain strategic relationships with key principals at the Office of Tax Appeals and control agencies.
30%	Through subordinate managers, plans, organizes and directs the activities of staff in the GTAP Bureau who are involved in: acting as liaison with the State Board of Equalization in administrative appeals and with the Attorney General's office in litigation cases; interpreting laws, regulations and court decisions; representing the department before various state administrative bodies including the Office of Tax Appeals; testifying before legislative and congressional committees; and rendering advice with regard to general tax and administration and procedure tax law matters. Determines resources needed to achieve bureau and division goals.
20%	Participates on and provides executive leadership to various intra and inter departmental committees and teams tasked with creating efficiencies; and/or providing better enforcement of tax laws. Serves as a member of various departmental governance action committees and teams.

