

**FRANCHISE TAX BOARD
POSITION DUTY STATEMENT**

Jozel Brunett

YOU DO THE JOBS NEEDED TO MAKE THE STATE INCOME TAX SYSTEM WORK

CLASSIFICATION TITLE CEA V	BUREAU/SECTION Legal Division	
WORKING TITLE Chief Counsel	POSITION NUMBER 410-7500-002	EFFECTIVE DATE 12.05.2012

As a valued member of the FTB team, you make it possible for the department to provide the highest level of service possible by: being creative and productive; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT

(BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS--WHO THE INCUMBENT REPORTS TO AND WHO REPORTS TO THE INCUMBENT, WHEN APPROPRIATE.)

Under the general direction of the Executive Officer, the Chief Counsel is responsible for advising the Executive Officer and Senior Management on a variety of legal matters, and formulates, recommends and implements departmental legal policies with respect to the California Personal income Tax Law, Bank and Corporation Tax Law, Taxpayer Bill of Rights, Homeowner's and Renter's Assistance Law, Political Reform Audit Law, and state civil service and personnel laws. The Chief Counsel also plans, organizes and directs the management of the Legal Division, which is comprised of approximately 126 employees.

TYPICAL DUTIES:

(BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

- 35% Advises Executive and Senior management on a variety of legal matters, and formulates, recommends and implements departmental legal policies with respect to the California Personal Income Tax Law, the Corporation Tax Law, Taxpayer Bill of Rights, Homeowner's and Renter's Assistance Law, and the Political Reform Audit Law. As a member of the department's senior management team, participates in policy decisions affecting all areas of the department and its operations; identifies potential legal problems and recommends policies and solutions.
- 25% Provides direct advice on policy development, recommendations and implementation to the Executive Officer and senior management, and recommends effective strategies to achieve legislatively or legally mandated objectives.
- 20% Represents the Franchise Tax Board before the Legislature and its committees, other government entities, including the Attorney General's Office and the three-member Franchise Tax Board, and represents the State in litigation cases and issues involving taxpayers and/or their representatives.
- 20% Plans, organizes and directs the activities of staff in the Legal Division who are involved in: interpreting laws, regulations and court decisions; handling taxpayer protests and appeals; representing the department before various state administrative bodies including the State Board of Equalization and the State Personnel Board; acting as liaison with the Office of the Attorney General in litigation; testifying before legislative and congressional committees; drafting and analyzing bills; promulgating regulations; and rendering advice with regard to personnel, collection, investigation and other administrative matters.

EMPLOYEE

SUPERVISOR