

**CALIFORNIA
STATE BOARD
OF EQUALIZATION**
Tax Auditor, Board of Equalization
5599-4267-1EQ31

Department(s): Board of Equalization
Opening Date: 9/23/2009
Final Filing Date: Continuous
Type of Examination: Departmental Open

EEO

An equal opportunity employer to all regardless of age, ancestry, color, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

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.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

The California State Board of Equalization administers this test on an open continuous filing basis for positions in various locations throughout California; and in Houston, Texas; Chicago, Illinois; and New York City, New York.

Applications will not be accepted on a promotional basis. Applicants who meet the minimum qualifications may apply for and take this examination at any time. Internet testing is processed weekly.

MEETING THE MINIMUM QUALIFICATIONS TO COMPETE IN THE TAX AUDITOR, BOARD OF EQUALIZATION, EXAMINATION DOES NOT ASSURE PLACEMENT ON THE ELIGIBLE LIST. COMPETITORS MUST SUCCESSFULLY PASS THE EXAMINATION AND SUBMIT PHOTO COPIES OF TRANSCRIPTS.

NOTE: This is a HIGHLY COMPETITIVE PROCESS. It is anticipated that more than 1,000 individuals will apply for this examination due to the continuous availability of the examination on the Internet. The California State Board of Equalization may hire approximately 125 Tax Auditors annually. Those individuals who have the greatest breadth and depth of education and experience will achieve the highest scores and will be placed on the eligible list.

FILING INSTRUCTIONS

Final Filing Date: Continuous

Where to Apply: Click the link at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the State

Personnel Board, Examinations Unit at (866) 844-8671, TTY (916) 654-6336, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones, or at (800) 735-2922 from voice phones.

SALARY INFORMATION

Range A: \$3106 – \$4085

Range B: \$3841 – \$5050

A recruitment incentive provides that the starting salary for individuals appointed to the class of Tax Auditor, Board of Equalization, Range A, will be \$3262.

When an employee enters California State service in the classification of Tax Auditor, Board of Equalization, he/she shall be eligible for appointment to the appropriate range in terms of the following criteria:

Experience gained outside California state service may be credited only if the appointing power believes the experience was satisfactory and comparable in type and quality to that of Tax Auditor, Board of Equalization.

Range A: This range shall apply to individuals who do not meet the criteria for payment in Range B.

Range B: This range shall apply to individuals who have successfully completed either:

1. The equivalent of 12-months of Tax Auditor, Board of Equalization, (Range A) experience; **or**
2. The equivalent to graduation from college, with a specialization in accounting; **or**
3. Completion of a prescribed professional accounting curriculum, given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting, and business law; **or**
4. Completion of the equivalent of 19 semester units of course work, 16 units of which shall be professional accounting courses given by a collegiate-grade residence institution including courses in elementary and advanced accounting, auditing and cost accounting, and three semester units of business law;

AND

Have experience of satisfactory completion of two years of auditing experience outside California state service performing duties equivalent to Tax Auditor, Board of Equalization"

OUT OF STATE PAY DIFFERENTIAL: An out-of-state pay differential of \$346.00 per month is provided to Tax Auditor employees working in Houston, Texas; Chicago, Illinois; and New York City, New York.

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the California Department of Human Resources (CalHR) for use by the California State Board of Equalization. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the examination to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Experience applicable to one of the following patterns may be combined, on a proportional basis, with experience applicable to another pattern to meet the total experience requirement.

Education:**EITHER I**

Equivalent to graduation from college, with a specialization in accounting. (Registration as a senior student in a recognized institution will admit applicants to the examination; however, evidence of successful completion of the curriculum and the prescribed courses must be produced before being considered eligible for appointment.)

OR II**Completion of either:**

- a. A prescribed professional accounting curriculum given by a residence or correspondence school of accounting including courses in elementary and advanced accounting, auditing, cost accounting, and business law; Or
- b. The equivalent of 19 semester units, 16 units of which must have been professional accounting courses given by a collegiate- grade residence institution including courses in elementary and intermediate or advanced accounting, auditing, and cost accounting, and three semester units of business law.

(Applicants who will complete course work requirements outlined under a and b above during the current quarter or semester will be admitted to the examination; however, evidence of successful completion of the curriculum and the prescribed courses must be produced before being considered eligible for appointment.)

POSITION DESCRIPTION

This is the recruiting/training and journey level of the series. Under close supervision, incumbents either: (1) conduct the least-to-moderately difficult field audits, assist in the more difficult field audits, correspond with taxpayers, and answer tax-related questions; or (2) in a Headquarters unit, review field audit reports or petitions for redetermination and claims for refund and correspond and discuss the application of tax laws with taxpayers, attorneys, accountants, and District office staff.

EXAMINATION INFORMATION

This examination will consist of an application/questionnaire, weighted 100%. Candidates who do not meet the Minimum Qualifications will not be placed on the resulting employment list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained on the application/questionnaire.

KNOWLEDGE AND ABILITIES**Scope of Exam:**

All candidates will be required to complete an application/questionnaire. The application/questionnaire contains approximately 143 questions and is designed to elicit specific information regarding each candidate's education and experience relevant to the classification. The information on the application/questionnaire will be competitively assessed based on pre-determined rating criteria. All information you provide will be subject to verification.

The application/questionnaire measures the following areas determined through a careful job analysis to be important for success on the job:

- Auditing and Accounting Skills Analytical Skills
- Speaking Skills Writing Skills
- Interpersonal Skills Computer Skills
- Numerical Skills Work Habits and Work Preferences

Hiring interviews may also evaluate the following areas:

Knowledge of:

General accounting and auditing principles and procedures and business law.

Ability to: Apply the required knowledge; conduct the least to moderately difficult audits or financial examinations of taxpayer's accounts and records; meet with and obtain the cooperation of persons subject to tax or regulation; create and maintain an atmosphere of goodwill in beginning and completing an audit and disclosing findings critical in nature; analyze data and draw sound conclusions; analyze situations accurately and take effective action; prepare clear, complete, and concise reports; communicate effectively.

Breadth, depth and relevance of competitors' education.

Interest in auditing as a career.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have questions concerning the Tax Auditor examination or the testing process, please call:

**California State Board of Equalization
Examination and Recruitment Section
(916) 324-4807**

You may also contact the California State Board of Equalization in writing at 450 N Street, MIC: 17, Sacramento, California, 95814.

SPECIAL REQUIREMENTS

Willingness to travel and work odd hours away from the office.

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, State Personnel Board offices, and local offices of the Employment Development Department.

If you meet the requirements stated on this examination 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 rated against a predetermined job-related rating, 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, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel

will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification [here](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

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, and 6) open. 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 the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TAKING THE EXAM

When you click the link below, you will be directed to the examination. At the end of the examination, it will be instantly scored.

[Click here to go to the examination.](#)