



STATE OF CALIFORNIA
Franchise Tax Board

Tax Auditor, Franchise Tax Board

Exam Code: 6PB53

Department: Franchise Tax Board

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Tax Auditor, Franchise Tax Board – \$4,091.00 - \$6,651.00 per month.

View [the Tax Auditor, Franchise Tax Board classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **nine (9) months**.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

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EITHER 1

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

OR 2

Completion of a prescribed professional accounting curriculum given by a resident or correspondence school of accountancy including courses in elementary and advanced accounting, auditing, cost accounting, and business law.

OR 3

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.

(Persons who will complete course work requirements outlined under 2 and 3 above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

"Professional accounting curriculum" means core accounting courses that are the required courses needed to obtain a certificate, Associate of Arts, or Bachelor's Degree in Accounting. Unacceptable courses would include mathematics, statistics, data processing, bookkeeping, marketing, and introduction to accounting.

POSITION DESCRIPTION

Tax Auditor, Franchise Tax Board

This is the recruiting/training and journey person level in this series. Under close supervision, incumbents learn all phases of tax audit work, and either: (1) conduct the least-to-moderately difficult audits or assist in the more difficult audits to determine tax liability under the provisions of California's Personal Income Tax and Bank and Corporation Tax Laws; or (2) perform audit-related functions in the Central Office.

This examination is administered for positions statewide and out-of-state, including Chicago, IL, Houston, TX, and New York, NY.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each

exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. General accounting and auditing principles, procedures, and standards, as well as business law.

Ability to:

1. Apply general accounting and auditing principles and procedures.
2. Conduct less difficult audits or financial examinations of accounts and records.
3. Meet with and obtain cooperation of individuals, or representatives of organizations, subject to tax or regulation.
4. Create goodwill and maintain it in the initiation and completion of an audit and the disclosure of findings critical in nature or indicating additional tax liability.
5. Analyze data and draw sound conclusions.
6. Analyze situations accurately and adopt an effective course of action.
7. Prepare clear, complete, and concise reports.
8. Communicate effectively.
9. Be proficient in the use of personal computers

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Tax Auditor, Franchise Tax Board** classification will be established for:

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The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

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

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Take [the Tax Auditor, Franchise Tax Board examination](#).

TESTING DEPARTMENTS

Franchise Tax Board

CONTACT INFORMATION

If you have any ***technical*** questions concerning this examination bulletin, please contact:

California Department of Human Resources
Attn: Examination Services
1515 S Street
Sacramento, CA 95811
Phone: 1-866-844-8671
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Franchise Tax Board, Examination Unit
P.O. Box 550
Sacramento, CA 95812-0550
Phone: (916) 845-3608
Email: ExamAnalysts@ftb.ca.gov

TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Franchise Tax Board 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 laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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) servicewide promotional, 5) departmental open, 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.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.