

Tax Compliance Representative



Salary & Benefits

Salary

Annual salary ranges from: \$38,964 to \$60,348, including merit salary increases. Starting salary is \$48,192 with a 4-year college degree.

Benefits

Health, Dental, Vision, Full Retirement Package, 401K /457 Plans, and Professional Job Training.

Work Life Balance

Flexible work schedules, sick leave, paid vacation, and convenient work locations.

As a member of the EDD team, a Tax Compliance Representative:

- Administers laws, rules, and regulations.
- Performs compliance and collection work.
- Assists in the collection of delinquent taxes, benefit overpayments, fees, and/or tax returns.
- Conducts tax seminars to educate the employer community and other customers about their obligations to file and pay payroll tax returns.
- Learns about government processes and functions.



The Department that has connected millions of job seekers is hiring.

Join one of the largest state departments and make a difference today.

Minimum Qualifications

EITHER I

One year of experience in the California state service performing tax compliance duties as a Program Technician II in the Employment Development Department, the Franchise Tax Board, or the Board of Equalization; or

One year of experience in the California state service performing Medi-Cal overpayment recovery duties as a Program Technician II in the Department of Health Services.

OR II

Six months of experience in the California state service performing Medi-Cal overpayment recovery duties as a Management Services Technician, Range B, in the Department of Health Services.

OR III

Experience: One year of experience in one or a combination of the following:

1. Management activities, as owner or manager of a business, in the marketing, distribution, or sale of merchandise, which requires broad public or customer contacts; or
2. Activities as a credit manager, loan officer, or field collector with responsibilities involving the approval of loans or credit or the collection of delinquent accounts; or
3. Tax compliance experience in a governmental agency, and

Education: Equivalent to completion of two years (60 semester hours or 90 quarter units) of college, which must include at least one course each in basic accounting and business or commercial law. Students in their second year of college will be admitted to the examination, but must produce evidence of completion before they can be considered eligible for appointment, (Applications must indicate the following regarding the required courses: title, number of units, name of institution, and completion date). Additional experience may be substituted for the required general education on a year-for-year basis. No substitution is permitted for the specific course work required.

OR IV

Equivalent to graduation from college, which must include at least one course each in basic accounting; business or commercial law; and one course in either economics, business administration, or public administration, (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment). (Applications must indicate the following regarding the required courses: title, number of units, name of institution, and completion date).

How to Apply

In order to apply for a Tax Compliance Representative position with the State of California, you must apply, take, and be successful in the current Tax Compliance Representative Exam.

Step One – Establish Eligibility

Visit www.edd.ca.gov/careers and click on the [Open Examinations](#) link. Find the Tax Compliance Representative bulletin and click on it. Follow the steps outlined in the bulletin to take the exam.

Step Two – Find Vacancies

Visit www.edd.ca.gov/careers and locate the [Vacancy Search Tool](#) under the external resources section. Type “Tax Compliance Representative” in the search field and click search to locate vacancies.

Step Three – Mail in your Tax Compliance Representative Application Packet

Mail in your application to the address listed on the job vacancy announcement. You should also include a résumé and cover letter with your State Application. The State Application (STD 678) can be found on our website at www.edd.ca.gov/careers under resources, then [Human Resources Forms and Publications](#).

If you have any questions, please contact the EDD Exams Hotline:

Phone: 916-654-6869 **e-mail:** EDDRecruiter@edd.ca.gov

For information on career opportunities, please visit:

WWW.EDD.CA.GOV/CAREERS

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.