

Tax Compliance Representative

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, benefits over payments, 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.

Compensation Package

Salary

Annual Salary Range

\$49,092 to \$76,032

**Starting salary is \$60,708
with a 4-year degree.**

Benefits

Health, dental, vision, full retirement package, 401K /457 plans, and professional job training.

Work-Life Balance

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

The department that helps millions of job seekers is hiring.

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

edd.ca.gov/en/About_EDD/Career_Opportunities

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 creditor the collection of delinquent accounts; or
- 3) Tax compliance experience in a governmental agency.

AND 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.)

For more information, contact: EDDRecruiter@edd.ca.gov

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