



**CDTFA**  
CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION

WELCOME TO  
**NEW OPPORTUNITIES**

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Join CDTFA's Team!



# CDTFA BASICS

## **We Are:**

The California Department of Tax and Fee Administration (CDTFA) was created through the Taxpayer Transparency and Fairness Act of 2017. CDTFA's team is committed to making life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.

## **What We Do:**

CDTFA administers California's sales and use, fuel, tobacco, and cannabis taxes, as well as a variety of other taxes and fees that fund specific state programs. CDTFA-administered programs collect over \$70 billion annually to fund essential state and local services such as transportation, public safety, transportation, health, libraries, schools, social services, and natural resource management programs. CDTFA's tax programs are concentrated in two general areas - sales and use tax, and special taxes and fees.

## **We Are Located:**

To best serve our customers, CDTFA has field offices throughout the state along with offices in New York, Chicago, and Houston to serve our out-of-state taxpayers. Our largest concentration of team members is in the Sacramento region, conveniently situated near first-rate cultural and recreational centers, including San Francisco, Lake Tahoe and the Sierra Nevada mountains, several wine regions, and the California coastline. While the CDTFA team is spread out geographically, we are united in working together to serve taxpayers.

In addition to Sacramento, CDTFA has offices in:

- Southern California (Cerritos, Culver City, Glendale, Irvine, Rancho Cucamonga, Rancho Mirage, Riverside, San Diego, Santa Clarita, Ventura, West Covina)
- Central California (Bakersfield, Fresno, Salinas, Stockton, Redding)
- San Francisco Bay Area (Fairfield, Oakland, San Francisco, San Jose, Santa Rosa)
- Out of state (Chicago, Houston, New York)



# OUR CORE PRINCIPLES



## SMART

Being SMART about how we achieve our mission.




## SERVICE-ORIENTED

SERVING taxpayers so that they can comply with their responsibilities.



## SUPPORT OUR TEAM

SUPPORTING one another as we work together to meet our goals.



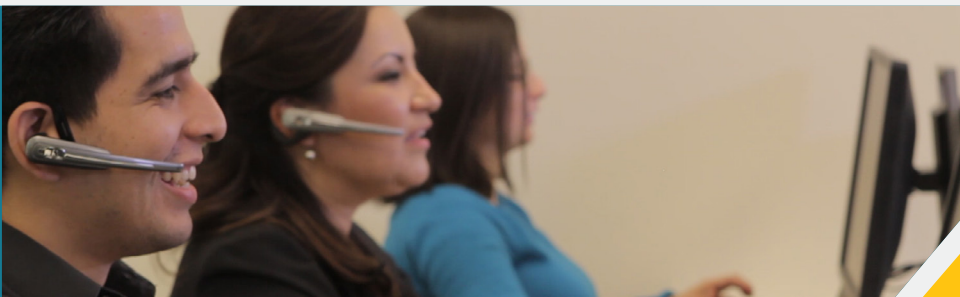


# WHY WORK FOR CDTEFA

CDTEFA team members play a vital role in supporting our public services and making life better for Californians. We offer careers that are fulfilling and provide a reliable income, stable benefits, work-life balance, paid holidays, and advancement opportunities.

Why choose CDTEFA:

1. Competitive pay and benefits
2. Pension and savings plans
3. Promotional and developmental opportunities for career growth
4. Flexibility: alternate workweek and/or telework (in some programs)
5. Diversity with an emphasis on an inclusive atmosphere
6. Personal job satisfaction working in public service
7. Training and professional development
8. Valued mentoring program
9. Multi-level recognition programs
10. A wellness program





# HOW TO JOIN THE CDTFE TEAM

California needs great candidates like you to join its committed team! New team members are needed in all areas at CDTFE. To get started, please visit [calcareers.ca.gov](https://calcareers.ca.gov) to search for CDTFE jobs that may interest you. Once you find the position you want, complete the simple self-assessment for that classification.

## Apply now in three easy steps!

### 1. Search for a job:

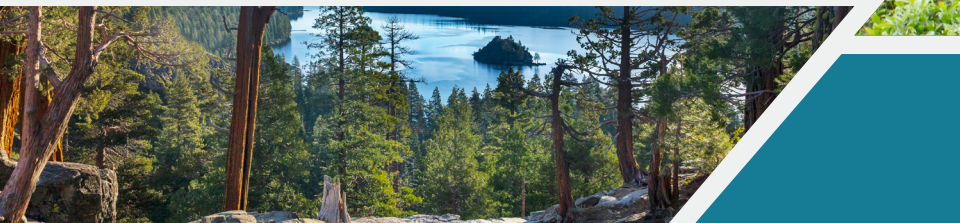
- a. Select the “Advanced Job Search” option, then search by “Department” for California Department of Tax and Fee Administration positions, then select “Search Jobs.”

### 2. Take the exam or self-assessment. This allows us to learn more about your education, experience, abilities, and knowledge.

- a. Click on the “Exam/Assessment Search” option, then search by “Department” for California Department of Tax and Fee Administration’s exams/assessments, then select “Search.”
- b. If you are qualified, begin the assessment by selecting “View Exam Posting” for the classification that most interests you. Once you pass the exam, you can start applying!

### 3. Apply!

- a. You only need to complete one job application within your CalCareers profile. You can use the same information to apply for multiple positions, or you can create two or three applications, tailoring them to different jobs. You can also upload and save other attachments, if needed, such as resumes and writing samples.
- b. If you qualify, we will call you in for an interview.



# OUR COMMITMENT TO YOU

Integrity and honesty are the heart of our organization. We aim to maintain high ethical standards in everything we do. Why does CDTFA care so much? Because the people that work here deeply care about what we do, how we do it, and the people we serve. Our commitment includes:

**Leadership** – Our Workforce and Succession Plans commit to serving citizens of California by preparing for the long-term.

**Strategic Planning** – Workforce and Succession Plans are the cornerstone to building our team and delivering on our strategic objectives. CDTFA will continue to attract and retain the best workforce. CDTFA recognizes excellence, supports our colleagues, acts ethically, and provides team members the professional development necessary to succeed and grow.

**Customer Service** – CDTFA's commitment is to meet and exceed customer's expectations! CDTFA prides itself on being a leader in providing service-oriented programs and efficient tax administration.



# FIND YOUR PURPOSE WITH CDTFA

- Our goal is to hire the best and brightest talent.
- Our commitment is to help our team members build fulfilling careers doing work that matters.
- Our aim is to be the employer of choice.

WE WANT  
**YOU**

TO JOIN  
**US!**

Contact us today at [recruitment@cdtfa.ca.gov](mailto:recruitment@cdtfa.ca.gov)  
or 1-916-323-9465









**We make life better  
for Californians by fairly and  
efficiently collecting the revenue  
that supports our essential  
public services.**





