



# Tax Analyst V

Salary Group: B27

Class Code: 1069

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
TAX ANALYST I	1065	B23	\$61,184 - \$99,658
TAX ANALYST II	1066	B24	\$65,104 - \$106,634
TAX ANALYST III	1067	B25	\$69,572 - \$114,099
TAX ANALYST IV	1068	B26	\$76,530 - \$129,430
<b>TAX ANALYST V</b>	<b>1069</b>	<b>B27</b>	<b>\$84,182 - \$142,374</b>

## GENERAL DESCRIPTION

Performs highly advanced and/or supervisory (senior-level) tax research and analysis work. Work involves reviewing responses to taxability inquiries, administrative rules, and agency publications; and interpreting tax laws, rules, and regulations. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Oversees and/or coordinates the preparation and review of proposed rules and rule amendments to reflect changes in legislation, hearings decisions, court cases, or agency policies.

Reviews and edits taxability guidance including notices, brochures, bulletins, letters, and other materials for publication for specific taxpayers and other divisions within the agency.

Provides legislative analyses, implementation plans, and other assistance to legislative staff during legislative session.

Conducts meetings with taxpayers, tax professionals, and industry representatives.

Interprets state tax laws, rules, regulations, and fees for taxpayers, tax professionals, state officials, and agency personnel.

Researches tax issues, makes recommendations, and implements changes for the administration of state and local taxes.

Assists in preparing information for administrative hearings and court cases.

May supervise the work of others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in researching, analyzing, and interpreting tax laws, rules, or regulations.  
Graduation from an accredited four-year college or university with major coursework in accounting, business or public administration, or a related field is generally preferred.  
Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of state and federal laws, rules, and regulations; agency administrative rules and regulations; and principles and processes for providing customer service.

Skill in identifying, resolving, and preventing problems by using strong analytical techniques and innovative approaches; and in the use of a computer and applicable software.

Ability to analyze and interpret rules, regulations, policies, and procedures; to maintain confidentiality and protect the privacy of state employees, taxpayers, and other members of the public; to communicate effectively; and to supervise the work of others.