



# Tax Analyst I

Salary Group: B23

Class Code: 1065

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
TAX ANALYST I	1065	B23	\$55,184 - \$90,393
TAX ANALYST II	1066	B24	\$59,004 - \$96,720
TAX ANALYST III	1067	B25	\$63,104 - \$103,491
TAX ANALYST IV	1068	B26	\$69,415 - \$117,397

## GENERAL DESCRIPTION

Performs routine (journey-level) tax research and analysis work. Work involves researching, evaluating research findings, and responding to taxability inquiries; and interpreting tax laws, rules, and regulations. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Drafts proposed rules and rule amendments to reflect changes in legislation, hearings decisions, court cases, or agency policies.

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

Researches taxability inquiries, provides tax-related guidance, and drafts written responses to ruling requests.

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

Assists in analyzing proposed tax legislation and in determining the effect on the agency and industry.

Assists in providing legislative analyses and preparing information required for administrative cost estimates.

Assists in developing, amending, and completing legislative summaries, notices, brochures, bulletins, letters, and other materials for publication.

May assist in presenting seminars to industry groups and agency personnel.

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; of agency administrative rules and regulations; and of 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; and to communicate effectively.