



Tax Analyst IV

Salary Group: B26

Class Code: 1068

<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 highly advanced (senior-level) tax research and analysis work. Work involves researching, evaluating findings, and drafting responses to taxability inquiries; 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

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

Coordinates the development, amendment, and completion of legislative summaries, notices, brochures, bulletins, letters, and other materials for publication.

Coordinates legislative analyses and the preparation of information required for administrative cost estimates.

Coordinates and/or attends 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 and makes recommendations for the administration of state and local taxes.

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

Analyzes and recommends proposed tax legislation and determines the effect on the agency and industry.

Provides legislative testimony on issues related to taxes administered by the agency.

Develops and presents seminars to industry groups and agency personnel.

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; 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; to communicate effectively; and to supervise the work of others.