

CLASS TITLE: ASSOCIATE DIRECTOR, TAX POLICY

Class Code: 02680700

Pay Grade: 43A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, developing, analyzing and reviewing all tax and fee structures, both corporate and individual, for tax policy improvement; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director, Department of Administration, with wide latitude for the exercise of independent initiative and judgment; work is subject to review through conferences and submitted reports for conformance to laws, policies, rules and regulations, and departmental objectives.

SUPERVISION EXERCISED: Supervises professional level staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, developing, analyzing and reviewing all tax and fee structures, both corporate and individual, for tax policy improvement.

To utilize an expert level understanding of macroeconomics and tax policies and principles.

To utilize extensive data management, synthesis, and analytical skills.

To effectively conduct and act as a brainstorming catalyst in group strategy sessions.

To direct the focus of econometric models, and subsequently interpret and interrogate the results of those models, and challenge assumptions to improve models.

To develop creative options from group sessions and modeling exercises.

To develop practical recommendations from those options that take into account complex and competing tax policy goals.

To utilize significant leadership skills, consistent with the high level and profile of the position.

To utilize effective communications skills in a wide variety of public and private venues.

To develop recommendations that will improve the economic potential of the state with respect to gross state product, enhance the state's reputation as a well-balanced place to live and work and to balance the state's revenues and expenditures in a long-term context.

To direct staff and external consultants on matters of research and policy analysis with respect to local, state and federal tax programs and make recommendations for improvements at the state and local level.

To develop major tax initiatives with the objective of reducing the overall burden of taxes in the state while improving the simplicity, fairness and effectiveness of the codes.

To evaluate and present ideas, observations and recommendations to interested constituencies, with insightful and practical analysis of the implications of those recommendations as they bear on the state's economic, social and long-term budgetary objectives.

To plan, develop and maintain a regular system of management reports.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of tax policy, designing complex fiscal research projects, and governmental accounting; the ability to analyze state and national tax proposals and present findings thereon; a thorough knowledge of federal and state legislation; a thorough knowledge of applying technical research methodology and statistics; a general knowledge of current computer technologies and database design/management techniques used in research; the ability to establish and maintain an effective working relationship with subordinates and superiors.

EDUCATION AND EXPERIENCE:

Education: Advanced degree in taxation, economics, or public policy research from a recognized institution of higher education; and

Experience: Considerable employment with responsibility for researching, evaluating, monitoring and communicating tax policy; designing complex fiscal research projects, including determining their design, scope and methods; collaborating with government agency representatives, policy makers and other professional experts in the field; communicating the results of complex research orally and in writing to policy makers and analyzing state or national tax proposals, advising top policy makers and presenting findings.

Class Created: November 12, 2005