

CLASS TITLE: CHIEF OF EXAMINATION (TAXATION)

Class Code: 02680500
Pay Grade: 42A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Division of Taxation, to be responsible for the work of a staff engaged in the making of comprehensive tax audits of the accounts and related records or reports of individual, partnership, unincorporated and corporate business organizations to determine their tax liability under state tax laws; to plan, organize, direct and review the work of a staff engaged in the conduct of several large state tax programs requiring office assessment and review; to be responsible for the provision of a taxpayer assistance program for such tax programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of initiative and independent judgment; work is reviewed for results obtained and conformance with audit and agency policy and pertinent laws and regulations.

SUPERVISION EXERCISED: Plans, organizes, coordinates, directs and reviews the work of a professional, technical and clerical staff; reviews work in process or upon completion for satisfactory performance and adherence to existing guidelines.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Division of Taxation, to be responsible for the planning, coordinating, supervising and review of the work of a staff engaged in the making of comprehensive tax audits of accounting and related records and books or reports of individual, partnership, unincorporated and corporate business organizations to determine their tax liability under the provisions of Rhode Island tax laws.

To develop, initiate and supervise special auditing and related investigational programs designed to obtain the maximum determinations of taxpayers' liability.

To be responsible for the formulation and development of auditing policies, rules and regulations related to the assessment and collection of due taxes.

To evaluate the effectiveness of the Tax Division's auditing and investigational programs and to make recommendations to improve the methods and procedures applied in such programs.

To conduct audit conferences with taxpayers, their attorneys and accountants regarding audit findings and tax liability; when unable to resolve controversial or disputed matters within the framework of established laws, regulations, rules or policies, to prepare necessary reports thereon for review and decision to the Tax Administrator.

To plan, organize, coordinate, direct and review the work of a staff engaged in the conduct of several large state tax programs requiring office assessment and review such as excise taxes, sales tax, corporation tax, personal income tax, employment tax, alcoholic beverage tax, and estate and gift tax.

To be responsible for the provision of a taxpayer assistance program for such tax programs as require office assessment and review.

To be responsible for the determinations and assessments of taxpayer liability made by subordinate staff members.

To be responsible for the development of a program of formal and informal training for new and current employees.

To conduct hearings, interviews and conferences with taxpayers and/or their representatives to clarify or adjudicate matters regarding tax liability.

To assist in the development of the policies, rules and regulations necessary for the enforcement of the various provisions of state tax programs which require office assessment and review.

To evaluate the effectiveness of the various state tax programs administered and to recommend changes to improve the functioning of the programs.

To responsible for the preparation of various reports regarding the state tax programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the provisions of the state's tax laws and the ability to interpret these provisions in order to determine and assess the proper tax liability for a number of large state tax programs requiring office assessment and review; the ability to plan, organize, coordinate and direct the work of a staff engaged in the conduct of the determination, assessment and audit of taxes in accordance with rules, regulations and policies; the ability to develop and administer a taxpayer assistance program; the ability to conduct hearings or conferences with taxpayers and/or their representatives to clarify or adjudicate matters regarding tax liability; the ability to assist superiors in the development of policies, rules and regulations necessary for the enforcement of the various provisions of the state's tax laws; the ability to establish and maintain effective working relationships with subordinates, other tax officials, taxpayers and their representatives; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through graduation from a college of recognized standing with specialization in accounting or business administration; and

Experience: Such as may have been gained through employment in a responsible position involving the supervision of a staff engaged in the making of tax audits, the determining and assessing of taxpayer liability, the preparing and filing of tax returns or the enforcing of tax laws concerning assessment or collection.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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