

CLASS TITLE:**REVENUE ANALYST**

Class Code: 02688400

Pay Grade: 28A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the preparation and analysis of revenue flows, fiscal trends and financial research in those taxes for which the Division of Taxation is responsible; to assist in the development implementation, operation and evaluation of various kinds of fiscal research such as tax expenditures budgeting; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom assignments are received with latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and reports while in process and/or upon completion for results obtained and for conformance to law, rules and regulations, instructions, objectives and departmental policies.

SUPERVISION EXERCISED: As required, supervises and reviews the work of clerical employees assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in the preparation and analysis of revenue flows, fiscal trends and financial research in those taxes for which the Division of Taxation is responsible; to assist a superior in several kinds of specialized tax revenue studies such as evaluation of tax and other receipts, inquiry into patterns of filings and reporting data, and the review of taxpayers' uses of various types of tax incentives.

As assigned, to assist a superior in the planning, data collection, review, assembly, and preparation of the Tax Division's tax expenditures budget.

As assigned, to assist a superior in the research and review of pertinent developments in taxation or revenue administration found in precedential court cases in Rhode Island or other jurisdictions as well as in the federal tax law and the tax laws of other states.

As assigned, to assist a superior in the analysis and fiscal or operational review of pending legislation impacting the Division of Taxation's receipts and/or operations including the preparation of statistical projection and pro forma administrative planning.

To assist in the coordination and maintenance of ongoing working relationships within the division, and with other divisions, departments and agencies as well as with the public.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the tax laws and related regulations for the taxes for which the Division of Taxation is responsible; working knowledge of the accepted principles and practices applied in governmental fiscal analysis a working knowledge of the tools of analysis and the ability to understand basic required mathematical and economic concepts; familiarity with the operations of personal computers using spreadsheet and/or database software; the ability to conduct analyses of problems as assigned and to develop alternatives; the ability to conduct, studies as assigned to gather operational, econometric, fiscal or other data; assist in decision making; the ability to use clear and precise language in the preparation of reports; the ability to assist in the coordination and maintenance of ongoing working relationships within the division and with other divisions, departments, and agencies as well as with the public; 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, business administration or economics; and

Experience: Such as may have been gained through: considerable employment in an accounting, auditing, or fiscal analysis position involving research studies and report preparation within a governmental agency or in private industry.

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

Class Created: March 12, 1989

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