

**CLASS TITLE: REVENUE POLICY ANALYST  
(DOR)**

**Class Code: 02687600  
Pay Grade: 32A  
EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Revenue, under general supervision allowing for some independence in assignment completion, to perform professional analytical work in developing revenue estimates based upon changes in tax laws, economic data, as well as, revenue forecasts and fiscal trends in order to identify the impact on state's overall revenues; to analyze and research tax laws and determine the impact of potential changes to such laws based on that research; and to do related work as required.

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

**SUPERVISION EXERCISED:** Usually none, but interacts with administrative support staff on a regular basis.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Revenue, at the full performance level and under general supervision allowing for some independence in assignment completion, to perform professional analytical work in developing revenue analysis and estimates based upon changes in tax laws, economic data, as well as, revenue forecasts and fiscal trends in order to identify the impact on state's overall revenues.

To analyze and research revenue laws and determine the impact of potential changes to such laws based on that research.

To identify economic factors affecting state revenues and project economic trends and evaluate fiscal policies.

To participate in developing data bases necessary to monitor on-going revenues.

To research tax issues.

To analyze and assess the impact of state and federal tax law changes which would affect the state's tax system and consider proposals to address these issues.

To compile data and prepare statistical and narrative reports to provide information necessary for revenue estimation and analytical purposes.

To maintain current and accurate data and keep abreast of economic conditions which may significantly impact the state's financial picture.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of State of Rhode Island revenue laws and related rules and regulations; a working knowledge of research and statistical concepts and procedures; a working knowledge of the principles and practices of economics and public finance as related to revenue generation; a working knowledge of the principles and practices of statistics in relation

to the development of sampling methodologies and statistical analysis; a working knowledge of the accepted principles and practices applied in governmental fiscal analysis and the ability to perform fiscal and policy analysis; the ability to assess and project revenues based on state and national economic trends; the ability to exercise judgment and discretion in applying and interpreting policies and procedures; the ability to conduct econometric, fiscal or other statistical studies; the ability to identify, analyze, and consider solutions to complex and technical matters; the ability to utilize state-of-the-art computer equipment and software associated with conducting tax analysis studies and revenue projections; the ability to establish and maintain effective working relationships and communicate effectively; and related capacities and abilities

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Masters Degree in Economics, Statistics or a closely related field; and

Experience: Such as may have been gained through: experience performing economic analysis and research studies.

Class Created: March 30, 2008