

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

**Class Code: 02687700
Pay Grade: 37A
EO Code: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Revenue, at the advanced performance level which allows for exercising vast independence in assignment completion, to perform highly professional and complex 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 provide information and/or action plans to the Chief, Revenue Analysis and the Director, Department of Revenue; and to do related work as required.

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

SUPERVISION EXERCISED: May direct and supervise personnel assigned to assist on a regular or project basis; ensures that work products are developed in a qualitative and timely manner.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Revenue, at the advanced performance level which allows for exercising independence in assignment completion, to perform highly professional and complex analytical work in developing revenue analysis 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 and provide information and/or action plans to the Chief, Revenue Analysis and the Director, Department of Revenue.

As required, to direct and supervise personnel assigned to assist on a regular or project basis and to ensure that work products are developed in a qualitative and timely manner.

To provide training, answer questions, interpret laws, rules and regulations or provide guidance to lower level analysts as needed.

To identify economic factors including those posing the most complex and in depth analysis affecting state revenues and project economic trends and evaluate fiscal policies.

To be responsible for developing data bases necessary to monitor on-going revenues.

To research tax issues and identify areas where tax policy formulation or review is necessary and consider potential changes as determined by the Chief, Revenue Analysis and the Director, Department of Revenue in order to improve the economic potential of the state.

To act as a liaison between the state and various governmental agencies in matters regarding revenue data and tax changes in order to apprise the Chief, Revenue Analysis and the Director, Department of Revenue of current developments.

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 thorough knowledge of State of Rhode Island revenue laws and related rules and regulations; a thorough knowledge of research and statistical concepts and procedures; a thorough knowledge of the principles and practices of economics and public finance as related to income taxation and revenue generation; a thorough knowledge of the principles and practices of statistics in relation to the development of sampling methodologies and statistical analysis; a thorough 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 direct and supervise personnel assigned to assist on a regular or project basis; 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: considerable employment in public finance which entails analyzing government revenue and involves conducting research studies and report preparation, evaluating economic impact, and making projections of alternative public policies.

Class Created: March 30, 2008