

Class Specification
for the Class:

SUPERVISING INCOME TAX SPECIALIST
(SUPERVISING INCOME TAX SPCLT)

Class Distinguishers:

Complexity: Plans, directs, coordinates, and supervises the work of a subordinate staff of income tax specialists involved in the conduct of technical staff services including developing tax law interpretations; developing and issuing letter rulings, technical memoranda, and tax information rulings; preparing technical memoranda, and tax information rulings; preparing appropriate tax legislative proposals and written testimonies; and designing and revising tax forms and procedures.

Knowledge and Abilities Required: Knowledge of principles and practices of supervision; tax laws, rules and regulations of the Department of Taxation and the procedures and methods required in their enforcement.

Ability to: Supervise the work of others; consult and advise staff members on technical tax methods, and assessment; understand, explain and interpret tax laws, rules and regulations; develop tax procedures, forms and instructions; develop and maintain effective public relations with district office personnel, taxpayers, tax practitioners and attorneys and speak effectively before groups for the purpose of providing information and interpretations on tax laws and explaining departmental procedures and policies.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

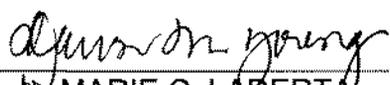
1. Plans, directs, coordinates, and supervises the work of the Technical Review staff consisting of lower level Income Tax Specialists.
2. Assigns and schedules work activities of the Technical Review Staff to ensure the most efficient use of resources.
3. Reviews the work of the staff to ensure that assignments are carried out in concert with overall direction of the office.
4. Evaluates the performance of the staff and, as necessary, recommends training sessions.

5. Supervises and participates in special projects and assists the staff with difficult assignments and/or problems.
6. As assigned, manages the daily operations of the Technical Review Office.
7. Maintains working contacts with the public and various groups and agencies.
8. Develops or revises procedures and forms and related instructions to meet requirements of new or amended tax laws.
9. Recommends tax training programs for departmental staff and the public and works with the Technical Training Unit in developing training programs for the understanding and interpretation of tax rules and activities for all phases of income and miscellaneous tax.
10. Initiates proposals for legislative consideration and assists the head of the Technical Review Office in finalizing the development and drafting of these recommendations into legislative packages.

This is an amendment to the specification for the class SUPERVISING INCOME TAX SPECIALIST (SUPERVISING INCOME TAX SPCLT), which was approved on November 3, 1993.

Effective Date: February 1, 2008

DATE APPROVED: March 28, 2008



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