

Minimum Qualification Specification
for the Class:

SUPERVISING INCOME TAX SPECIALIST
(SUPERVISING INCOME TAX SPCLT)

Basic Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described below in the Experience Requirements section or any other progressively responsible professional, administrative or other analytical work which would provide knowledge, skills and abilities as noted above comparable to those acquired in four (4) years of successful study while fulfilling a prescribed college curriculum leading to a baccalaureate degree may be substituted for the required education on a year-for-year basis.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had the kinds, quality and amounts of experience described in the following paragraphs, or any equivalent combination of training and experience.

General Experience: One (1) year of progressively responsible administrative, professional or other responsible work which required a high degree of analytical skill. Such experienced would normally involve reading, comprehending, interpreting and evaluating technical subjects, analyses or proposals and applying problem solving methods and techniques, such as defining and analyzing problems, calculating alternative courses of action, and drafting comprehensive reports of findings and recommendations.

Specialized Experience: Three and one-half (3-1/2) years of experience in one or a combination of A or B below. Such experience must have provided the applicant with a good working knowledge of Federal and State of Hawaii tax laws, rules and regulations and their application to various tax issues. The experience may have been gained in the public or private sector but must have demonstrated responsibility for rendering sound expert decisions and determinations.

- A. Authoritative experience which involved, as a major activity, substantive involvement in reviewing, analyzing, and interpreting and applying tax laws,

rules and regulations, legal opinions, court decisions, and other pertinent documents to resolve and advise on complex tax issues.

- B. Responsible professional work experience as an attorney dealing with tax matters as a substantial portion of his/her work which included conducting legal research on tax matters and provided the applicant with knowledge of tax laws, rules and regulations, legal opinions, court decisions and other pertinent documents and their application to various tax issues.

Supervisory Aptitude: Applicants must possess supervisory aptitude.

Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exists; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Non-Qualifying Experience:

1. Experience in a tax program limited to clerical processing of tax information, documents, and/or routine interpretation and application of commonly used tax laws, rules and regulations will not be accepted as qualifying.
2. Experience as a periodic or part-time employee which involved primarily the preparation of individual income tax returns in a routine pre-determined format will not be accepted as qualifying.
3. Professional level work, such as performed in administrative staff support services (e.g., personnel or fiscal) although such work may have been performed in a tax program, if it did not require substantive involvement in tax laws, interpretation and application, is not qualifying.

Substitutions Allowed:

1. A master's degree in any field from an accredited college or university may be substituted for one (1) year of General Experience.
2. A master's degree in Taxation from an accredited college or university may be substituted for a total of one and one-half (1-1/2) years of General and/or Specialized Experience.

3. Possession of a master's degree in accounting from an accredited college or university with emphasis in tax (at least one course in Tax Research, and one course in Tax of Business Entities; and elective courses such as Taxation of Partners/Partnerships, Advanced Corporate Tax, and Estate and Gift Tax) may be substituted for one (1) year of the required Specialized Experience or General Experience.
4. A Juris Doctor degree (or any equivalent degree) from an accredited School of Law may be substituted for the General Experience and one (1) year of Specialized Experience.
5. Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

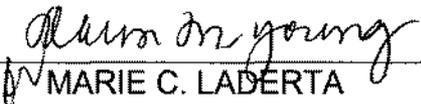
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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

DATE APPROVED: March 28, 2008



MARIE C. LADERTA
Director of Human Resources Development