

Class Specification
for the Class:

TAXATION COMPLIANCE COORDINATOR
(TAXATION COMPLIANCE COORD)

Distinguishing Characteristics

This class reflects responsibility as the principal staff assistant to the chief of the Tax Compliance Division. The Tax Compliance Division administers a comprehensive and uniform statewide tax compliance program which involves the auditing and investigation of all taxes administered by the Department of Taxation, and the collection of delinquent taxes.

The sole position in this class works under the general direction of the Tax Compliance Division chief and is responsible for developing, coordinating and evaluating division activities to foster effective and efficient tax compliance operations. Such responsibility involves the conduct of technical research and studies of various tax laws, rules and regulations, and the resolution of highly complex tax issues; the development of policies and procedures and the provision of training and guidance to division staff to ensure the uniform interpretation and consistent application of tax laws to the audit, assessment and collection of taxes; the evaluation of division operations and recommending improvements; and identification of resource requirements and assistance with budget preparation.

Examples of Duties *(The position may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Provides staff assistance and support to the division chief in planning, developing, implementing and monitoring statewide tax compliance operations and activities.
2. Analyzes and researches tax laws, rules and regulations, legal opinions, court decisions and other pertinent material in order to resolve problems on highly complex tax issues relating to the assessment, imposition and collection of taxes, including emerging tax issues that arise due to new forms of business activity.
3. Develops and recommends new/revised policies and procedures for the Tax Compliance Division; coordinates changes to policies and procedures; prepares, develops and updates policy and procedures manuals.

4. Serves as liaison and provides functional direction and technical support to line staff in the implementation of new policies and procedures, and interpretation and application of complex and/or new tax laws. Provides training, technical assistance and guidance to division staff to ensure uniform interpretations and consistent application of tax laws to the audit, assessment and collection of taxes within and among industry segments, geographic district, and all taxpayers, statewide.
5. Conducts periodic visitations to field offices to conduct on-site evaluations and provide technical assistance;
6. Conducts review with personnel of operating units in the several audit and enforcement branches to ensure implementation and workability of approved policies and procedures;
7. Conducts reviews of sample cases to continually observe the manner in which cases are being audited, the interpretation being placed on new or critical technical issues, and the thoroughness with which audits are being carried out; makes recommendations for appropriate action to the division chief.
8. Conducts special studies of business, professional and industrial groups to identify areas which indicate the necessity for extensive or intensive field and office audit, and non-filers coverage, and makes recommendations for initiating special tax projects on specific types of taxpayers.
9. Coordinates technical issues with the Multistate Tax Commission, the Federation of Tax Administrations, and other organizations.
10. Keeps abreast of compliance practices used by other states and the Internal Revenue Service to determine whether practices used elsewhere can be employed effectively in Hawaii.
11. Keeps abreast of changes in federal and State tax laws, regulations and pertinent court decisions, including those relating to new developments in taxation (e.g., taxation of internet businesses); reviews industry and technical resources and materials to ensure that the information covering updates of Hawaii tax laws are accurate.
12. Recommends legislative proposals through the Compliance Division chief to the Rules Office; reviews tax-related bills, prepares testimony and testifies before the legislature.
13. Receives inquiries on operating problems, conducts studies including referral to pertinent staff offices, and prepares responses including findings and guidelines for branch action.

14. Reviews, analyzes and evaluates operational and other reports, and submits comments and recommendations to the division chief for operational improvements, including recommendations on improved practices and staffing requirements.
15. Assists in preparing program budget requests and expenditure plans; and recommends organizational, staffing and other resource requirements.
16. Participates in staff and taxpayer conferences to resolve complex tax issues relative to tax laws, rules and regulations, legal opinions, court decisions and pertinent documents.
17. Serves as member of Delinquent Evaluation Committee to evaluate taxpayers' proposals to pay delinquent taxes under a payment agreement and to recommend write-off of uncollectible accounts.
18. May serve on the Federal/State Coordination Committee; develops federal/State projects; and prepares special reports, correspondence and other materials, as appropriate.

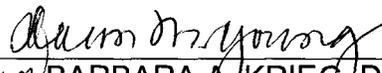
Knowledge and Abilities Required

Knowledge of: Principles and practices of tax compliance and enforcement; federal and state tax laws, rules and regulations and their application to various tax issues.

Ability to: Assist in planning, implementing, coordinating and evaluating a statewide tax compliance program; plan, organize and conduct taxation technical and operational studies relating to technical and operational issues in tax compliance and enforcement and recommend solutions to problems; provide direction and technical assistance to division staff; recommend changes in program policies, procedures and tax regulations; identify and resolve operational problems; identify staffing and training requirements; assist in preparing budget requests and expenditures plans; work effectively with program supervisors and employees, tax officials, taxpayers and their representatives, and others within and outside the department to resolve technical and/or operational problems; speak and write clearly and concisely.

This is an amendment to the specifications for the class TAXATION COMPLIANCE COORDINATOR, which were approved on November 5, 1984.

DATE APPROVED: 11/15/2013


for BARBARA A. KRIEG, Director
Department of Human Resources Development