

Minimum Qualification Specifications
for the Class:

DISTRICT TAX MANAGER

Basic Education/Experience Requirement

Bachelor's degree from an accredited four (4) year college or university with at least 12 semester credit hours in accounting and/or auditing subjects.

Excess Specialized Experience or any other professional, administrative or analytical work experience described below, which required the knowledge and application of accounting and/or auditing principles, theories and practices may be substituted for the Basic Education requirement on a year-for-year basis providing the applicant can show that he/she possesses knowledge of, and is able to apply, accounting and/or auditing principles, theories and practices.

Excess Specialized Experience or any other professional, administrative or analytical work experience which did not require the knowledge and application of accounting and/or auditing principles and practices may be substituted for the Basic Education Requirement on a year-for-year basis, providing the applicant has successfully completed at least 12 semester credit hours in accounting and/or auditing subjects from an accredited college or university.

The education or experience must have demonstrated the ability to write clearly and comprehensively such materials as reports and analyses; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

General Experience: One (1) year of experience in any one or a combination of the following: 1) professional accounting or auditing experience; or 2) experience teaching accountancy at the college or university level.

Specialized Experience: Three and one-half (3-1/2) years of progressively responsible professional accounting and auditing experience requiring interpretation and application of federal and/or State tax laws, rules and regulations, knowledge and application of generally accepted professional accounting and auditing principles, theory and practices for the purpose of analyzing and interpreting accounting books, records, or systems in terms of their effect on tax liabilities and their adequacy for recording transactions affecting tax liabilities.

Supervisory Experience: One (1) year of experience which involved supervising others and included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Managerial Aptitude: Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Non-Qualifying Experience

- A. Experience in a tax program limited to clerical processing of tax information, documents, interpretation and application of tax laws, rules and regulations will not be accepted as qualifying.
- B. 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.

Substitutions Allowed

- 1. A bachelor's degree from an accredited college or university with a minimum of twenty four (24) semester credit hours in accounting subjects may be substituted for all of the General Experience requirement.
- 2. Satisfactory completion of academic requirements for 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 Specialized Experience requirement.
- 3. A law degree from a School of Law, accredited by a nationally recognized specialized accrediting body (or a law degree that is deemed comparable by a nationally recognized specialized accrediting body), which included course work in tax laws may be substituted for one (1) year of the Specialized Experience requirement.

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.

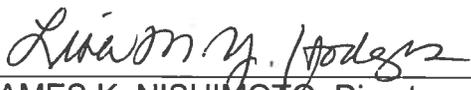
Physical and Medical Requirements

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

This is an amendment to the minimum qualification specifications for the class DISTRICT TAX MANAGER which were approved on August 22, 1997.

Date Approved: _____

5/18/15



for JAMES K. NISHIMOTO, Director
Department of Human Resources Development