



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

REVENUE TAX POLICY ANALYST II

Job Number: 20001806

Job Code: 95500V230916

Job Group: 9500 - REVENUE

Job Established: 12/16/2004

Job Revised: 09/16/2023

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs tax policy analysis to assist in policy implementation and to provide technical guidance to tax professionals in tax administration. Researches tax laws and regulations to recommend solutions to tax issues, creates and publishes Department of Revenue guidance, and creates/executes training for department staff, and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in accounting, business administration, commerce, economics, finance or a related field OR must be a graduate of an accredited school of law.

EXPERIENCE, TRAINING, OR SKILLS:

Four years of professional experience in tax administration, tax preparation, tax research, tax law, auditing of taxes, or college teaching in one of these or related academic fields.

Substitute EDUCATION for EXPERIENCE:

Graduate study in accounting, business administration, commerce, economics, finance, or a related field will substitute for the experience on a year for year basis. Licensure to practice law in the Commonwealth of Kentucky or certification as a Certified Public Accountant will substitute for two years of the experience.

Substitute EXPERIENCE for EDUCATION:

Professional experience in tax administration, tax preparation, tax research, or auditing of taxes will substitute for education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Researches tax issues, reviews laws, court cases, regulations and policies to provide recommendations on solutions and answers. Performs research of tax laws and regulations to provide technical support to internal staff, taxpayers, and tax practitioners. Creates and executes training for department staff. Develops training materials and presents material to department staff. Creates and publishes Department of Revenue Guidance, including Technical Advice Memorandums ("TAM"), Revenue Procedures ("RP"), Private Letter Rulings ("PLR"), and General Information Letters ("GIL"). Performs policy analysis, studies, surveys, and research projects and assists in the drafting of research papers and reports for use in policy making decisions by the department. Provides technical support and research assistance for all areas of the department. Assists in development of department legislative initiatives, including organization of meetings, solicitation of staff involvement, and input from external groups. Assists in the drafting of legislation and regulations concerning all tax laws. Analyzes federal and other states' tax legislation for its impact on Kentucky tax laws and regulations. Assists in the review of bills filed in the General Assembly for impact on programs administered by the department. Monitors legislation and legislative committee meetings for impact on programs administered by department. Provides technical support for training programs on current and new tax laws, regulations, policy developments, legislation review, and court cases, both internally and to the general public. Performs various miscellaneous duties, including working on special projects. Participates in the creation and review of tax forms and instructions due to legislative updates.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Minimal travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.