



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

REVENUE TAX POLICY/RSCH CONSULTANT II

Job Number: 21001526
Job Code: 95440V230916
Job Group: 9500 - REVENUE
Job Established: 02/16/2017
Job Revised: 09/16/2023

Grade: 18	<u>Salary (MIN - MID):</u>	<u>Special Entrance Rate:</u>
	\$33,091-\$49,637 - Hourly	NONE
	\$5,377.30-\$8,066.02 - 37.5 Hr. Monthly Salary	NONE
	\$5,735.78-\$8,603.76 - 40 Hr. Monthly Salary	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.*

Provides direction on tax policy and regulations for all tax types within the Department of Revenue. Initiates, drafts, and analyzes proposed tax legislation and regulations regarding all tax laws. Leads the implementation of enacted legislation; 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:

Six years of professional experience in Kentucky 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 the administration, preparation, or auditing, of taxes or related tax information will substitute for the required 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.*

Executes complex tax policy initiatives that affect legislation and regulations for the Department of Revenue. Provides direction on tax policy and regulations to all areas and tax types within the department. Manages and provides direction in the analysis, studies, surveys, and research projects and reports of complex tax policies for the Department of Revenue. May coordinate the work of and supervises lower-level consultants and other department staff in the execution of complex tax policy initiatives. Develops policies relating to general administration of taxes and programs administered by the department. Develops department legislative initiatives, including the implementation of enacted legislation. Drafts or approves drafts of state tax legislation, regulations, policies, and procedures for the Department of Revenue. Interprets state and federal tax laws, regulations, and policies on general administration of taxes and programs administered. Analyzes federal and other state's legislation for its impact on Kentucky tax laws and regulations. Reviews bills filed in the General Assembly for impact on programs administered by the department and coordinates the development of the department's official analysis. Performs various miscellaneous duties, including working on special projects for the Governor's Office or Secretary's Office. Leads 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 primarily 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.