



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

REVENUE FRAUD ANALYST III

Job Number: 21004287

Job Code: 95920V230916

Job Group: 9500 - REVENUE

Job Established: 07/16/2023

Job Revised: 09/16/2023

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 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.*

Provides expertise in the statistical analysis and investigation of tax data to detect and deter fraud and identity theft by conducting risk assessment management. Tracks and monitors potential threats. Formulates fraud business rules and recommends improvements to processes that promotes increased efficiency; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in finance, economics, business administration, mathematics, accounting, statistics or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

Five years of experience with a financial institution, corporation, college, university, state, local, or federal government in financial analysis, economic analysis, tax records examination, tax administration, tax investigation, tax auditing, property appraisal, financial planning, cost analysis, credit analysis, loan analysis, accounting, business administration, collections, mathematics, financial reporting, or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in financial analysis, economic analysis, tax records examination, tax administration, tax investigation, tax auditing, property appraisal, accounting, business administration, collections, mathematics, or a related field 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.*

Provides expertise in the analysis of tax related fraud and identifies theft by conducting risk assessment management. Oversees and formulates fraud business rules. Makes recommendations about appropriate action in tax return authentication, processing, and release functions of the return cycle. Evaluates business rules to identify loopholes and deficiencies. Recommends improvements to the processes that promotes increased efficiency. Tracks and monitors potential sources of fraud throughout tax year. Participates in ongoing review of business rules and controls for individual and other tax types. Monitors Information systems and processes. Reviews returns in real time and observes for new fraud trends. Maintains and observes fraud analytics models for efficiency and effectiveness. Evaluates and conducts analysis on tax returns to detect patterns of tax fraud; accesses Department of Revenue (DOR) data warehouse to detect ID theft and fraud returns before the returns transmit to DOR mainframe systems. Assist management in ensuring that the analytical functions and operation are highly effective and cohesive. Assists in preparing reports and presentation related to the analytical and investigative functions. Directs, coordinates, plans, organizes, and reports on all aspects of the applications needed to carry out the necessary functions of this section related to ID theft and fraud detection. This includes business and data analytical functions with third party and internal tools, etc. Provides critical feedback on these applications to ensure that they are allowing maximum efficiency when in use for identity (ID) theft and fraud detection or data analytics. Engages in partnerships and information sharing programs with Federal, state, financial industry tax professionals, and vendors. Monitors ID theft email inbox and responds expediently. Performs ID theft and fraud analytics utilizing DOR databases as well as third-party vendor resources. Reviews returns identified as confirmed fraud, detects patterns in such returns, and helps establish effective filters for future identification. Converses and brainstorms with other ID Theft Team members about the appropriate course of action for each fraud scheme discovered. Return rejection analysis. Creates analytical reports to support critical decision-making process. Helps prepare filters and internal rules to combat and prevent fraud. Keeps co-workers and supervisors informed of any new schemes. Communicates with taxpayers and other state agencies when necessary. Helps to develop and test fraud models and algorithms to maintain and enhance the tax evasion and fraud programs.

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.

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.