



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

REVENUE FRAUD ANALYST MANAGER

Job Number: 21004289

Job Code: 95940V230916

Job Group: 9500 - REVENUE

Job Established: 07/16/2023

Job Revised: 09/16/2023

Grade: 17 Salary (MIN - MID):

\$30.082-\$45.123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 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.*

Manages the Tax Fraud and Evasion Prevention Branch. Provides oversight to ensure tax evasion and fraud operations are supervised in accordance with state and federal statutes and regulations; 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:

Seven 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.):

Must be a Certified Fraud Examiner (CFE) within one year of employment. Must maintain any required licensure (s), certification (s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

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.*

Manages the Tax Fraud and Evasion Prevention Branch ensuring that tax evasion and fraud operations are supervised in accordance with state and federal statutes and regulations. Conducts research on Individual, Business, and other tax types. Represents branch, division, and/ or agency at management, industry, and/or fraud conferences. Assists agency's executive management, investigative, and administrative staff in researching and resolving complex and sensitive issues. Keeps abreast of industry trends and regulatory changes and maintains high visibility with industries and with counterparts in other state and/or federal agencies. Performs research on complex tax fraud topics, compliance programs, and revenue generating audits. Subject matter expert on the use of statistical fraud software. Interprets federal, state, and local tax policies and regulations; measures and evaluates the impact of policy/procedure implementation within the unit. Assists in planning and scheduling supervisors'/ analysts' technical and career development training. Ensures that less experienced employees and analysts are trained, delegating and assigning trainers as needed. Recommends personnel actions. Monitors the examination, investigation, and/or compliance and review of tax returns. Provides supervision, resource management, and related responsibilities necessary to ensure that tax evasion and fraud operations of the branch are effectively and efficiently managed or otherwise supervised in accordance with state and/or federal statutes, administrative regulations, and established departmental policies and procedures. Oversees expert and detailed analysis of tax returns to detect and deter fraud and identity theft. Participates in ongoing reviews of business rules and controls for individual and other tax types as applicable dependent on knowledge and training such tax types. Observes for new fraud trends and patterns of identity theft. Evaluates employees.

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.