



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

REVENUE TAX POLICY/RESEARCH ANALYST I

Job Number: 20001805
Job Code: 95490V000101
Job Group: 9500 - REVENUE
Job Established: 12/16/2004
Job Revised: 02/24/2006

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| Grade: 15 | Salary (MIN - MID): | Special Entrance Rate: |
| | \$19,882-\$26,339 - Hourly | NONE |
| | \$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary | NONE |
| | \$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary | NONE |

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

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.*

Assists in policy analysis and research projects to facilitate policy making decisions by the Department of Revenue. Assists in the review of legislation, development of legislative initiatives and drafting of proposed tax legislation and regulations; 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:

Must have two 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:

NONE

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.*

Assists in policy analysis, studies, surveys and research projects for use in policy making decisions. Provides technical support and research assistance to all areas of the department. Provides assistance in the development and drafting of legislative initiatives and regulations concerning all tax laws. Provides assistance in the review of bills filed in the General Assembly for impact on programs administered by the 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.

UNIQUE PHYSICAL REQUIREMENTS:

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 appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title 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, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.