



DEPARTMENT OF REVENUE ADMINISTRATION  
TAX POLICY COUNSEL (ANALYST)  
\$80,938.00 to \$102,160.00

The New Hampshire Department of Revenue, 109 Pleasant St., Concord NH, seeks a Tax Policy Counsel within the Legislative Group to act as the Department of Revenue Administration's liaison with the New Hampshire General Court by communicating agency objectives and initiatives to the legislative body as well as responding to legislative inquiry on matters relating to tax law, tax policy, tax administration, fiscal impact, revenues, and budgeting. To analyze and interpret state and federal laws and legislative proposals in order to advise the Department on the impact to agency operations and to advise the Commissioner of agency changes required.

Salary commensurate with experience. New Hampshire driver's license is required.

Duties and Responsibilities:

Leads the Department's Tax Policy and Legislative Analysis Group, supervising the work of a Senior Financial Analyst and Financial Analyst.

Assists the Commissioner and Assistant Commissioner by recommending changes to state statutes, administrative policies and agency rules to meet the agency's objectives.

Drafts and seeks legislative sponsorship and support of agency legislation, testifies in support of agency legislation before legislative committees and manages agency implementation of enacted legislation.

Monitors and analyzes state and federal tax law changes that impact agency operations to advise the Commissioner of agency changes required.

Acts as the Department's liaison with the New Hampshire General Court, communicating agency objectives and initiatives to the legislative body as well as responding to legislative inquiry on matters relating to tax law, tax policy, tax administration, fiscal impact, revenues, and budgeting.

Analyzes the potential revenue and expenditure impact of proposed legislation on state, county, and local governments by overseeing the completion of fiscal note worksheets and analyzes the administrative, legal and policy impact of legislative tax proposals.

Assists in developing and implementing agency rules, standards, policies and procedures to provide a written framework for directors and subordinates to enable the agency and its elements to achieve and maintain legal compliance.

Represents the Commissioner before legislative committees, civic groups and other agencies and activities as required.

Develops, in conjunction with the Commissioner and Assistant Commissioner, department policies and strategies to achieve agency goals.

Serves on the agency's Policy and Procedure Committee which considers and approves written policies that enable the

agency to set clear expectations for directors and subordinates and ensures the agency's maintenance of legal compliance. Assists agency stakeholders in developing and drafting written policies and procedures.

Provides testimony in administrative hearings or before committees on agency affairs.

Drafts and publishes Technical Information Releases and press releases on issues relevant to taxpayers and tax practitioners.

Serves as the agency's Public Information Officer. Answers all press inquiries to the agency. Manages inputs and changes to the agency's website.

#### MINIMUM QUALIFICATIONS:

**EDUCATION:** Juris Doctorate, Masters of Business Administration, Masters of Public Administration or other relevant advanced degree from a recognized college or university

**EXPERIENCE:** Four or more years' experience in legal practice, legal or legislative research, government relations or hearings administration. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

Interested candidates can submit letter of interest and resume to NH DRA, Attn: Ora LeMere, 109 Pleasant Street, PO Box 457, Concord, NH 03302 or e-mail your resume and letter of interest to [ora.m.lemere@dra.nh.gov](mailto:ora.m.lemere@dra.nh.gov).