



DEPARTMENT OF REVENUE ADMINISTRATION
TAX POLICY ANALYST
\$72,748 - \$101,322

The New Hampshire Department of Revenue Administration seeks a candidate to serve in the role of Tax Policy Analyst. The successful candidate will act as the Department'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. The candidate will 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. The candidate will also manage the agency's administrative rulemaking process and will serve as the agency's public information officer by coordinating communications from the agency and responding to press inquiries.

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: Assistant Commissioner Carolynn J. Lear, NH DRA, 109 Pleasant Street, PO Box 457, Concord, NH 03302 or by e-mail to Carolynn.J.Lear@dra.nh.gov.

ACCOUNTABILITIES:

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.

SPECIAL REQUIREMENTS: As a condition of employment to ensure suitability for exposure to confidential information all Department employees shall be subject to initial checks and periodic rechecks of their criminal background history, which may include an FBI background review, a state background review, and a check with local law enforcement agencies. The receipt of an unfavorable result may be grounds for disciplinary action up to and including dismissal.

RECOMMENDED WORK TRAITS: Knowledge of the legislative process. Knowledge of laws as applied to implementation of state and federal taxes. Skill and ability in testifying and interpreting legal terminology and laws. Skill and ability in public speaking. Skill in doing accurate research. Skill in instructing others. Ability to prepare issue briefs and memorandum. Ability to analyze and interpret mathematical data and develop data analysis methodologies. Ability to supervise and review the work of others. Ability to organize. Ability to establish and maintain effective working relationships with attorneys, state agency heads and legislators. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

SKILL: Requires skill in evaluating, planning or integrating analysis of data to formulate current and long-range solutions, strategies or policies of a specialized or technical nature. Requires skill in analyzing and interpreting data, policies and procedures in order to arrive at logical conclusions or recommendations.

KNOWLEDGE: Requires expertise in a highly specialized, technical or professional discipline to manage or create policy at a system-wide administrative level.

IMPACT: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

SUPERVISION: Requires supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

WORKING CONDITIONS: Requires performing regular job functions under good conditions in a safe working environment.

PHYSICAL DEMANDS: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires acting as an official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services. Requires the ability to explain complex concepts in public forums.

COMMUNICATION: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, and technical thinking. Also requires planning policies and long-term strategies, drawing conclusions from policy based available criteria, and evaluating the effectiveness of program objectives. Requires formulating the combination of overall job functions in order to address highly diverse or novel situations requiring new concepts and imaginative approaches to a wide range of intellectual and practical problems.

INDEPENDENT ACTION: Requires objective assessment in analyzing and developing new work methods and procedures to periodic review and in making decisions according established technical, professional or administrative standards.

LICENSE/CERTIFICATION: Possession of a valid driver's license and/or have access to transportation for travel within the state.

DISCLAIMER STATEMENT: The supplemental job description is descriptive of general duties and is not intended to list every specific function of this class title. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.