

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Tax Program Administrator

SERIES NO.:

6682

MAJOR AGENCIES:

Taxation only

EFFECTIVE DATE:**SERIES PURPOSE:**

The purpose of the tax program administrator occupation is to direct, coordinate, manage & evaluate all internal & external operations in assigned tax division & supervise assigned staff, or direct, coordinate, manage & evaluate all internal & external operations in assigned tax program(s).

At the first administrative level, incumbents direct, coordinate, manage & evaluate all internal & external operations in assigned tax division & supervise tax commissioner agent supervisor 2s &/or tax commissioner agent supervisor 3s &/or support personnel, or plan, develop, implement & evaluate one new or existing tax program as assigned directly by the tax commissioner & may supervise staff (e.g., administrative assistants; liaison officers).

At the second administrative level, incumbents direct, coordinate, manage & evaluate all internal & external operations in assigned multiple tax divisions & supervise tax program administrator 1s, or plan, develop, implement & evaluate multiple innovative tax programs as assigned directly by the tax commissioner & may supervise staff (e.g., administrative assistants; liaison officers).

Note: This classification series is restricted for use by the tax divisions within the Department of Taxation.

CLASS TITLE:

Tax Program Administrator 1

CLASS NUMBER:

66821

EFFECTIVE DATE:

02/19/1995

CLASS CONCEPT:

The first administrative level class works under administrative direction & requires extensive knowledge of management principles/techniques, supervisory principles/techniques & public relations in order to direct, coordinate, manage & evaluate all internal & external operations in assigned tax division & supervise tax commissioner agent supervisor 2s &/or tax commissioner agent supervisor 3s &/or support personnel, or to plan, develop, implement & evaluate one new or existing tax program as assigned directly by tax commissioner, interact with departmental personnel & others inside & outside department & if assigned, supervise staff.

CLASS TITLE:

Tax Program Administrator 2

CLASS NUMBER:

66822

EFFECTIVE DATE:

02/19/1995

CLASS CONCEPT:

The second administrative level class works under administrative direction & requires extensive knowledge of management principles/techniques, supervisory principles/techniques & public relations in order to direct, coordinate, manage & evaluate all internal & external operations in assigned multiple tax divisions & supervise tax program administrator 1s, or to plan, develop, implement & evaluate multiple innovative tax programs, as assigned directly by tax commissioner, which may result in changing how department will do business, interact with outside consultants &/or state legislature &/or departmental personnel to affect changes, act as spokesperson for tax commissioner & if assigned, supervise staff.

CLASS TITLE: Tax Program Administrator 1	CLASS NUMBER: 66821	BARGAINING UNIT: EX
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EFFECTIVE DATE:

02/19/1995

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs, coordinates, manages & evaluates all internal & external operations in assigned tax division, establishes, implements & maintains policies & procedures, assists in developing departmental policies & procedures, establishes objectives, goals & work priorities, ensures compliance with state & federal laws, supervises tax commissioner agent supervisor 2s &/or tax commissioner agent supervisor 3s &/or support personnel & provides guidance & assistance to assigned staff in resolving procedural, administrative & audit problems for assigned tax division; or plans, develops, implements & evaluates one new or existing tax program assigned directly by tax commissioner, interacts with departmental personnel (e.g., other tax program administrator 1s, Information Services personnel, tax commissioner agents), interacts with vendors, consultants & other outside contacts, develops & implements policies & procedures for assigned tax program on behalf of tax commissioner (e.g., district office direct deposit, energy credits, or components of Integrated Tax System) & if assigned, supervises staff (e.g., administrative assistants, liaison officers).

Reviews proposed legislation & prepares reports; recommends tax law changes; oversees & directs analysis of tax related legislation for potential revenue impact; oversees & directs research & analysis of tax issues & proposals; directs development of departmental budget; directs & oversees organizational structure & staffing patterns.

Assists & advises higher-level administrators on administrative & legislative matters; interprets & determines application of statutes, rules & decisions on tax laws & rules; prepares reports & responds to correspondence & inquiries on behalf of department; administers direction of training needs & oversees training of division or district office personnel; reviews & recommends methods to eliminate/alleviate defects & means of possible tax evasion.

Attends legislative hearings to explain departmental operations & identify new legislation needed; participates in conferences, seminars, workshops &/or meetings of civic groups, tax agents, taxpayers &/or other public & private officials; attends &/or conducts staff meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting, business administration, management science, political science, communications or public administration; supervisory principles/techniques; public relations; tax laws, regulations & filing procedures applicable to category of taxes assigned*; employee training & development; budgeting. Ability to write &/or edit technical policies & procedures; review audits, investigations & field & office activities; ensure compliance with tax laws & departmental audit policies & procedures & to resolve procedural difficulties; handle routine & sensitive inquiries from & contacts with taxpayers & their representatives involving explanation of findings & interpretation of tax laws, procedures & related data & with other government officials; establish friendly atmosphere as division administrator.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in accounting, business administration, management, political science, communications or public administration; 1 yr. exp. in managerial &/or administrative position; 1 yr. exp. in public relations.

-Or 12 mos. exp. as Tax Commissioner Agent Supervisor 3, 66818.

-Or 2 yrs. exp. as Tax Commissioner Agent Supervisor 2, 66817.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE: Tax Program Administrator 2	CLASS NUMBER: 66822	BARGAINING UNIT: EX
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EFFECTIVE DATE:

02/19/1995

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs, coordinates, manages & evaluates all internal & external operations in assigned multiple tax divisions, establishes, implements & maintains policies & procedures, assists in developing departmental policies & procedures, establishes objectives, goals & work priorities, ensures compliance with state & federal laws, supervises tax program administrator 1s & provides guidance & assistance to assigned staff in resolving procedural, administrative & audit problems for assigned multiple tax divisions; or plans, develops, implements & evaluates multiple innovative tax programs assigned directly by tax commissioner which may affect how department will do business, interacts with departmental personnel (e.g., other tax program administrator 2s, Information Services personnel, tax commissioner agents), outside consultants &/or state legislature, develops & implements policies & procedures for assigned multiple tax programs on behalf of tax commissioner (e.g., district office direct deposit, energy credits, or components of Integrated Tax System), acts as spokesperson on behalf of tax commissioner, & if assigned, supervises staff (e.g., administrative assistants, liaison officers).

Directs development of departmental budget; directs & oversees organizational structure & staffing pattern.

Implements programs through complex decision process involving intensive research, coordination & cooperation within department & with other departments & agencies.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting, business administration, management science, political science, communications or public administration; supervisory principles/techniques; public relations; tax laws, regulations & filing procedures applicable to category of taxes assigned*; employee training & development; budgeting. Ability to write &/or edit technical policies & procedures; review audits, investigations & field & office activities; ensure compliance with tax laws & departmental audit policies & procedures & to resolve procedural difficulties; handle routine & sensitive inquiries from & contacts with taxpayers & their representatives involving explanation of findings & interpretation of tax laws, procedures & related data & with other government officials; establish friendly atmosphere as division administrator. (*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in accounting, business administration, management, political science, communications or public administration; 2 yrs. exp. in managerial &/or administrative position; 2 yrs. exp. in public relations.

-Or 12 mos. exp. as Tax Program Administrator 1, 66821.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.