



**Appointment Type:** Permanent  
**Working Time:** Full Time  
**Reference Code:** NB00002222\*  
**Opening Date:** 02/22/2007  
**Closing Date:** 03/08/2007



## Information Technology Specialist 5

### Agency Information

Washington State Department of Revenue - Work in a dynamic learning organization, with great leaders and talented co-workers! Washington State's principal tax collection agency, the Department of Revenue oversees about 60 different taxes. We collect 92.4 percent of state General Fund tax revenues and all local sales tax revenues. The Department of Revenue processes approximately 2 million tax returns annually. Businesses constitute the largest group paying state taxes, with nearly 452,000 businesses currently filing tax returns on a monthly, quarterly, or annual basis. Nearly 297,600 other small businesses are registered with the Department, but they have no tax liability and are not required to file tax returns.

The Department of Revenue employs approximately 1,000 people and is headquartered in Olympia, with local offices in 12 cities statewide. More than half are located in the Olympia-Tumwater area. We also operate another 16 offices throughout the state, including 12 that are open to the public to provide taxpayer assistance. The agency employs 45 auditors in 17 out-of-state locations near major business centers. Key employee functions include: Providing taxpayer assistance, information, and education; accounting for and processing tax revenues and information; distributing money to local governments; conducting appeals; administering property taxes; developing tax legislation; handling unclaimed property; conducting tax and fiscal research; locating unregistered businesses; auditing and collecting delinquent taxes; and enforcing compliance. The Department of Revenue also administers special programs, such as those affecting timber, cigarette, real estate, leasehold, and estate taxes.

### Duties

Location: Tumwater, WA

Responsible for standardizing and implementing methodologies used in business analysis. Manage, review, analyze and document Information Services processes and procedures as they relate to business system analysis. Provide leadership and expert consultation for professional analysis. Demonstrate knowledge of project management practices, principles and skills. Is the supervisor, technical mentor and coach for the analysis team. Apply expert knowledge of analysis techniques and processes. Review requirements specifications produced by the analysts and make recommendations for process improvements.

### Qualifications

Understanding of information technology and components such as: Network, PC's, Desktop Software, Operating Systems, application language, databases and how they are used in conjunction to create information systems.

Application Systems Development Methodologies - Understanding of the application systems development process.

**Requisition Title:** 1400 479M ITS 5 NB00002222

Supervisory Skills # Able to develop and mentor staff, and provide an atmosphere of positive communication. Understands personnel policies, procedures, laws, and rules.

Technical Writing/Documentation - Documenting technical processes and writing technical material in a way that non-technical people can understand.

Analysis - Ability to design and write documents using DOR standard development tools.

Process Analysis - Ability to develop diagrams to illustrate business and/or technical (application) processes.

Planning and Organization - Ability to effectively organize multiple assignments, often involving competing priorities, to produce work products and services that are accurate, thorough, and on time.

## Special Notes

Compensation:

\$4,315 - \$5,522 per month (Range 62), depending on qualifications.

Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

## Other Information

How to Apply

Submit a letter of interest summarizing your qualifications along with a resume. You will have the ability to submit these documents as attachments while applying for this job. Please be sure to complete all questionnaires attached to the requisition.

For permanent Washington state employees:

- > Click on the HRMS portal <https://fortress.wa.gov/dop/portal/irj/portal>.
- > After you log in, click on "Go to the current employee page of careers.wa.gov" in the E-Recruiting section on the welcome page. This brings you to the Careers.wa.gov page.
- > Click on Login or Apply Directly.
- > In the bottom blue box on the left, click on "Apply Directly."
- > In the reference code field, enter NB00002222\* and click on "start search."
- > Click on the link NC00001934 (NB00002222) to view the complete announcement and apply. There are several tabs along the top that enables you to complete your application and a questionnaire. Please attach a cover letter and resume through this system.

**Requisition Title:** 1400 479M ITS 5 NB00002222

For job seekers who are not permanent state of Washington employees:

- > Go to <http://careers.wa.gov/>.
- > Click on Start here to search and apply for jobs which is found under the heading: I'm interested in a state career. You will have the option to create a new account or login and apply directly.
- > In the reference code field, enter NB00002222\* and click on "start search."
- > Click on the link NC00001934 (NB00002222) to view the complete announcement and apply. There are several tabs along the top that enables you to complete your application and a questionnaire. Please attach a cover letter and resume through this system.

#### Help is Available

A users guide for applying to jobs is available at <http://careers.wa.gov/help/>

If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail [Information@dop.wa.gov](mailto:Information@dop.wa.gov).

The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.

**Requisition Title:** 1400 479M ITS 5 NB00002222