



## Tax Policy Specialist 2 (15420)

Bulletin Announcement # 41097oc

Opens: 9/22/04

Closes: Open Until Filled

**SALARY:** \$3637 - \$4653 per month (Range 57)

**LOCATION:** Olympia, WA

**WHO MAY APPLY:** This recruitment is open to all who meet the minimum qualifications for this classification. NOTE: Applicants who have applied to the Tax Policy Specialist 2 – Legislation & Policy register need not reapply.

**WA State Department of Revenue, EOE. Persons of disability needing assistance in application/testing process, or those needing this recruitment announcement in an alternative format, call Sandy Davis (360) 570-6175, TDD/TTY (360) 664-0580.**

**SEND TO:** Interested applicants must submit their applications to the Office of Human Resources at the address indicated below. All applications must be received by 5:00 PM of the closing date of the bulletin. **Electronic applications in Word format are preferred** however, hard copies may be sent to Office of Human Resources:

[Jobs@dor.wa.gov](mailto:Jobs@dor.wa.gov)

**OR**

**WA State Dept. of Revenue**

**P.O. Box 47463**

**Please indicate in subject line:**

**Olympia, WA 98504-7463**

**Subject: TPS-2 L&P**

**Fax: 360-664-0658**

**SPECIAL NOTE:** The application form must be filled out completely. No additional information will be accepted after the closing date of the bulletin. Résumés or attachments will not be accepted in lieu of the employment history under Part #4. Your application may not be resubmitted with additional information. Prior to any new appointment into the WA State Department of Revenue, a background check will be conducted.

**PRIMARY DUTIES:** Participates in the Department's state legislative program by researching, analyzing and tracking proposed legislation and drafting legislation and amendments for various tax programs. Function as lead analyst for legislative bills, which includes analyzing proposed and formally introduced legislation, writing documents and reports, identifying technical and policy issues, communicating such issues to legislative staff, drafting letters to legislators outlining concerns and alternatives, drafting amendments under the direction of senior level division management, and drafting memos to the Governor and OFM recommending signature, veto, or partial veto of bills approved by the legislature. Prepare testimony and testify in front of legislative committees as needed. Assist with the development of tax related proposals with OFM/Office of the Governor. Develop materials to explain legislative proposals. Analyze federal legislative and other national tax policy issues and proposals, coordinating as appropriate with various national organizations.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in business or public administration, accounting, public finance or closely allied field.

AND

Four years of professional experience in tax administration, tax auditing, tax collection, or tax program/policy analysis.

A Master's degree or equivalent in a Ph.D. program in business or public administration, accounting, public finance, or closely allied field will substitute for two years of experience.

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**EXAMINATION  
PROCEDURE:**

The examination is an evaluation of your experience and training (E&T). The examination questions are on this recruitment announcement. Read the instructions carefully and provide your answers in the required format. Raters will score only those answers that follow the required format. We may verify your answers.

THIS IS A TEST. IN ADDITION TO COMPLETING THE EMPLOYMENT HISTORY PORTION OF YOUR APPLICATION, YOU MUST RESPOND TO THIS TEST. Write your responses to this test on additional sheets of paper. Your score will be derived solely from your responses to the examination questions. Number your responses to correspond with each item listed, place your name on all sheets, and attach the sheets to your completed state application form. FAILURE TO PROVIDE SUFFICIENT INFORMATION IN THIS FORMAT WILL RESULT IN A BELOW-PASSING SCORE. NO ADDITIONAL INFORMATION WILL BE ACCEPTED AFTER RECEIPT OF YOUR APPLICATION AT THE DEPARTMENT OF REVENUE.

Please provide all information requested in each item. Omission of any part of the requested information will result in your not receiving credit for the item. Note that if called for an interview, you may be required to provide documentation of the facts you state.

**EDUCATION**

1. List any undergraduate and graduate degrees successfully completed with a major in taxation, business, economics, or public administration. For each, specify type of degree, major subject area, school, and date completed.
2. If you do not have a graduate degree with emphasis in taxation, list any law school or other graduate courses you have completed in taxation, business law, or the legislative process. For each course, specify title, school, and year completed.

**EXPERIENCE**

For the items below, list the jobs in which you performed the work described. For each job or volunteer experience, specify your title, employer, and number of months performing the work. Provide any other information requested in each item.

3. Performing policy research, analysis, and writing. Briefly describe the types of research, analysis, and writing you performed on each job. Give examples of documents you produce that demonstrate your ability to research and develop facts and arguments and to present alternatives (i.e. not "boilerplate" documents). Also list any articles you have written and published in professional journals. Specify title, topic, and journal.
4. Using oral communication skills to persuade or advocate for positions in a policy context. For each position, briefly explain typical projects and your role.
5. Using oral communications skills to teach, train, or inform others. Examples including teaching college courses, conducting professional workshops or seminars, or giving formal presentations to community or organizational groups. Briefly describe up to three different examples that best demonstrate your skills. For each, specify topic, audience, your role, and approximate dates.
6. In a professional capacity, using your knowledge of local, state, or federal laws to advise or assist others (i.e. as an accountant, or other professional). For each position, briefly explain the types of tax laws involved, and your role.
7. Drafting administrative regulations or proposed legislation (e.g. bill drafting, rule writing). List up to three specific examples. For each example, briefly describe the rule, regulation, or legislation involved and your role in the adoption process.