

**TAX ANALYST 1****Nature of Work**

Under general supervision, at the full-performance level, gathers, analyzes and prepares reports on tax laws and works on research projects involving the collection, computer manipulation and analysis of State tax data and state and national economic statistics, including the analysis of tax issues and policies and their impact on economic and fiscal conditions. Performs related work as required.

**Distinguishing Characteristics**

This level of the Tax Analyst series participates in work of less complexity and uses less independent judgement. The duties may be performed in conjunction with higher level tax analysts.

**Examples of Work**

Gathers, analyzes and prepares various reports on the state's economy and tax structure from tax proposals, laws, and collections.

Develops individual economic sector forecasts on the state level by analyzing national economic forecasts and reports and state data.

Answers inquiries from other states or the public by drafting correspondence relating to the state economy and tax system for the Director, Deputy Secretary, Secretary or the Governor.

Analyzes tax and economic data from computerized data bases using computer programming or software packages.

Prepares statistical summaries of various state tax collections.

Maintains databases of information on various state taxes and other state and national data.

**Knowledge, Skills and Abilities**

Knowledge of research methods and techniques.

Knowledge of basic statistical techniques.

Knowledge of computer applications.

Ability to collect economic and demographic data from a variety of sources.

Ability to analyze data, make observations and applications and draw conclusions from the data.

Ability to maintain effective working relationships with others.

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TAX ANALYST 1 (CONT'D)

**Minimum Qualifications**

**Training:** A master's degree from an accredited university in public or business administration, economics, statistics, mathematics, public policy, finance, operations research, regional planning, urban studies, computer science, industrial engineering or system analysis or a closely related field.

**Substitution:** Undergraduate degree in any of above disciplines plus two years additional experience in economic research and analysis may substitute for the required training.

Established: 8/19/93  
Effective: 9/16/93