

Unclassified Service Public Hearing Notice # 027
Date of Meeting: Monday, December 16, 2013
Date Notice Posted Tuesday, December 10, 2013

DEPARTMENT OF ADMINISTRATION
One Capitol Hill
Providence, Rhode Island

**Notice of Public Hearing
to
Consider Changes to the Unclassified Service Classification and Pay Plan**

On Monday, December 16, 2013 at 8:45 AM at the Labor & Employment Law Practice Group Conference Room 3F, Third Floor, William E. Powers Building (Department of Administration), One Capitol Hill, Providence, Rhode Island 02908-5890, the Director of the Department of Administration Richard A. Licht will hold a public hearing in accordance with the provisions of Section 36-4-16.2 of the General Laws of 1956, as amended, to consider a revision to the Unclassified Service Classification and Pay Plan. The change is:

- one (1) base salary adjustment – change in pay grade:
Agenda Item # 1 of 1 Chief of Revenue Analysis

It is the purpose of this hearing to invite comment from all parties on the proposed changes in the unclassified service classification and pay plan as described in an attachment to this Notice entitled Section I.

Richard A. Licht,
Director
Department of Administration

Any individual requiring reasonable accommodation in order to effectively participate in this public hearing should contact James A. Pitassi, Jr., Department of Administration, Classification Section at (401) 222-6395 (voice) or # 711 (R.I. Relay) at least three (3) business days prior to the hearing.

SECTION I of I

PROPOSED CHANGES TO THE UNCLASSIFIED CLASSIFICATION AND PAY PLAN

Item #1

Agency: Department of Revenue
Action: base salary adjustment – change in pay grade
Title: **Chief of Revenue Analysis**
Pay Grade: G-843A to G-845A (effective Sunday, March 24, 2013)
Base Range: (\$101,653 - \$115,138) to (\$110,640 - \$115,138 - \$119,629 - \$124,118)
Workweek: non-standard
Incumbent: one (1)
Note: RIGL 42-142-3 Office of Revenue Analysis: five (5) year term of office from time of appointment until successor is duly appointed and qualified; the chief shall be eligible for reappointment and shall not engage in any other occupation.

CLASS TITLE: CHIEF OF REVENUE ANALYSIS

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Revenue, to plan, develop, analyze and review all tax and fee structures, both corporate and individual, for tax policy improvement; to coordinate and supervise all activities of the Office of Revenue Analysis; to prepare and deliver a tax expenditure report to the General Assembly as required in RIGL § 44-48.1-1; to be responsible for preparing cost benefit analyses of all tax expenditures; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of initiative and independent judgment; work is reviewed for the conformance to laws, departmental or agency policies, objectives, rules and regulations, and accepted methods, practices and techniques.

SUPERVISION EXERCISED: Plans, organizes, coordinates and directs the work of a professional and clerical staff; reviews work in process and/or upon completion for results obtained and conformance to laws, departmental or agency policies, objectives, rules and regulations, and accepted methods, practices and techniques.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Revenue/Office of Revenue Analysis, to plan, develop, analyze and review all tax and fee structures, both corporate and individual, for tax policy improvement.

To coordinate and supervise all activities of the Office of Revenue Analysis which is responsible for the examination, evaluation and appraisal of the tax system of the state and for recommending revisions in accordance with the best interests of the economy of the state.

To prepare and deliver a tax expenditure report to the General Assembly pursuant to RIGL § 44-48.1-1.

To be responsible for preparing and for overseeing a staff assisting with the preparation of cost benefit analyses of all tax expenditures.

To serve as the primary adviser on revenue matters and to establish guidelines and policies for the efficient management of revenue activities.

To review final revenue reports to determine their accuracy, applicableness and compliance to professional standards and to make changes as necessary and provide the approved final completed audit report to the appropriate personnel, division, department and/or organization(s).

To recommend policy changes and to review and evaluate legislation and make recommendations as appropriate.

To research and develop recommendations that will improve the economic potential of the state with respect to gross state product, enhance the state's reputation as a well-balanced place to live and work and to balance the state's revenues and expenditures in a long-term context.

To make recommendations on planning and developing systems for effective administrative and fiscal management.

To confer with federal, state, and private officials on findings and implementation of recommendations.

To prepare technical correspondence on revenue and related matters.

To coordinate the revenue analysis services with the other tax functions and with appropriate state and private agencies.

To maintain effective liaison with other state departments or agencies.

To do related work as required.

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough of macroeconomics and tax policies and principles; a thorough knowledge of the principles, practices and provisions of the state's tax laws and the ability to apply such knowledge in planning, coordinating, directing and controlling the state's revenue analysis program; extensive data management, synthesis and analytical skills; the ability to coordinate, direct and review the work of a large staff engaged in revenue analysis activities; the ability to effectively conduct and act as a brainstorming catalyst in group strategy sessions; the ability to advise a superior on objectives and policies of a tax collection program; the ability to prepare statistical and administrative reports to reflect the effectiveness of the section's operation; the ability to establish and maintain effective working relationships; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Masters Degree in Economics or Statistics; and

Experience: Such as may have been gained through: extensive employment in a large federal agency, state department or in a large private organization with responsibility for coordinating, managing and directing the work of a professional staff.

Or, Any combination of education and experience that shall be substantially equivalent to the above education and experience.

Special Requirement(s): In accordance with RIGL § 42-142-3, the Chief of Revenue Analysis shall hold office for the term of five (5) years from the time of his or her appointment and until his or her successor is duly appointed and qualified. The Chief shall be eligible for reappointment and shall not engage in any other occupation. The head of the office shall have an advanced degree in economics or statistics.

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