

Class Concept

This is work that involves the study and analysis of taxation and other problems of public finance, requiring the execution of special research studies, which usually do not necessitate complex technical legal or fiscal analysis. Work assignments may be received through discussions with a financial analyst or other specialized fiscal services personnel within government, and include a statement of the scope and conduct of proposed projects, as well as suggestions regarding possible data sources and method of analyzing obtained information. Work is guided by professional research methods, statistical theory, initial instructions, and by discussions with the supervisor during the progress of research projects. Details of the actual work procedure, organization of the project, and methods of presenting information in the final report, are left to the determination of this employee, within the limitations of established work guides. The employee works independently during a study, conferring with his supervisor on unusual problems in the interpretation and analysis of data. Work is reviewed by the supervisor for adequacy of coverage, terminology, effectiveness of presentation, and soundness of recommendations.

Employee receives assigned problem for study, including general outline of methodology to be used; analyzes assigned problem; determines working plan of research project; selects sources of information and applicable statistical treatment, with approval of supervisor; directs subordinate personnel in the methods of collecting, compiling, and tabulating data; designs forms and tables for collecting and tabulating data, and designs graphs, charts, and tables for summarizing, information and indicating relationships. Writes reports of research studies, which may include historical background, comparisons of pertinent tax laws of several states, and summary and analysis of obtained statistical data; develops proposals and recommendations for inclusion. In reports; indicates advantages and disadvantages of, proposals; submit completed reports to supervisor for review and editing. Studies and analyzes, publications and reports relating to taxation and other problems of public finance, general economic theory and practice, and current economic trends and developments, for the purpose of increasing knowledge in these fields and for use in assigned research studies, revenue estimating, and analysis of revenue collections. Performs related work as required.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the sources, reliability, and validity of fiscal and economic data.
- Thorough knowledge of public finance theory and practice particularly in the field of taxation.
- Thorough knowledge of economic theories and principles of economic trends and developments.
- Thorough knowledge of the theory and practice of statistical treatment of fiscal and economic data.
- Ability to organize and conduct research projects.
- Ability to analyze a variety of fiscal and economic data including tax laws, to draw valid conclusions, and to make recommendations based on analysis.
- Ability to plan, organize, and prepare research reports and to present statistical and analytical information in a clear and concise manner.
- Ability to design forms, tables, and graphs for case in gathering, tabulating, and summarizing fiscal and economic data.
- Ability to establish and maintain effective working relations with persons and groups contacted while conducting research projects.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and two years of experience in research work; or equivalent combination of education and experience.