

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV33116</b>
<b>Job Class Code:</b>	<b>001</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>23</b>
<b>Workers Comp Code:</b>	<b>8803</b>		

<b>Job Code Established:</b>	<b>07/08/93</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/96</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Revenue Audit Series

**JOB CODE TITLE:** REVENUE FIELD AUDIT SUPERVISOR II

**HRIS TITLE:** REVENUE FIELD AUDIT SPV II

**WORK DESCRIPTION:** Supervises, through subordinate supervisors, the auditing work being performed by staff in a tax field audit program for corporations and individuals throughout Arizona and the United States; writes reports; establishes priorities. (This classification may be used in cases where the span of control exceeds reasonable supervisor/subordinate relationships, i.e., where the manager would have had more than ten direct reports.)

**WORK ACTIVITIES:** devises a schedule of work or itinerary, agenda or timetable for subordinates on a daily or weekly basis, within a work unit.

Analyzes and evaluates work procedures, methods and rules for a work unit; makes determinations and establishes these in practice.

Resolves problems and questions presented by subordinate workers regarding work methods and processes.

Reviews taxpayer problems and questions concerning tax calculations, inconsistencies in reported information, interpretation of statutes or regulations, exercises judgment and discretion resolves problems, makes determinations.

Instructs staff members in proper use of a complex system of methods, procedures, rules or regulations utilized by the work system.

Attends work unit staff meetings as chairman directs discussion, explains, listens, guides problem-solving processes, resolves conflicts, participates and leads in decision-making.

Reviews work flow of work unit and modifies procedures to accommodate new programs.

Attends supervisory or work system management staff meetings; gives and receives information, participates in problem-solving and decision-making.

Confers with staff and representatives of other divisions, sections or work units of own agency in order to agree on decisions, clarify information and resolve common problems.

Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiation, replying to inquiries, presenting or requesting information.

Represents a state agency in formal hearings to which that agency is a party.

Performs related duties as required

**WORK CONDITIONS:** No unusual work conditions

**SUPERVISION:** Works under minimal supervision of a Revenue Field Audit Manager.

**WORK RESULTS/PRODUCTS:** A well organized and functioning work unit, audits completed, taxes assessed, refunds determined.

**RESPONSIBILITY:** For the timely and accurate completion of all work activities of the unit, for testifying at tax hearings.

**AUTHORITY:** To interpret tax laws; to assign tasks to subordinates; to make decisions regarding final tax liabilities and refunds; to develop and implement procedures for the unit.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge Of :** Managerial practices and supervisory techniques. Office organizational and administrative procedures. Computerized products used in auditing and accounting systems and processes. Principles and practices of accounting and auditing. Federal and state laws, rules and regulations as pertain to income, sales, use and estate taxes. Policies and procedures established for the work system.

**Skill/Ability to:** Work management and leadership. Office organization and administrative procedures. Applying auditing and accounting techniques. Applying and interpreting federal and state laws, rules and regulations as pertain to income, sales, use and state taxes. Analyzing and evaluating taxpayer claims. Interpersonal relationship. Mathematical computation. Oral and written communication.