

Announcement Date: June 27, 2007

**State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
(334) 242-3389**

Internet: www.personnel.state.al.us

**REVENUE PLANNING AND TAX ANALYSIS OFFICER - 10735
\$46,788.00 - \$84,693.60**

Department: Revenue
Location: Montgomery

TYPE OF EXAMINATION

A **promotional** register will be established for this classification. Qualified applicants may be required to complete a questionnaire that will be mailed at a later date. The evaluation will comprise 95% of the final grade. The remaining 5% will be comprised of the average service ratings for the last three years of State service.

REQUIRED MINIMUM QUALIFICATIONS

You must have all of the following to apply:

- A Bachelor's degree from an accredited* college or university with a major in Accounting
- Current permanent status at the level of Revenue Examiner III or above
- Two years of experience in a governmental revenue organization gathering, analyzing, organizing, and reporting tax information, acting as a liaison to local government officials and various governing bodies and/or presenting statistical tax information involving multiple taxes to national and multi-national industrial economic development prospects to explain Alabama tax law and the tax consequences of an investment in Alabama

NOTE

Extensive overnight travel involving short notice is required.

KIND OF WORK

This is extremely complex technical and analytical work in evaluation of research and economic development projects to determine the tax consequences of proposed investments in the State of Alabama. Employees in this class have responsibility for investment analyses, planning and evaluation of research operations, summarizing and reporting research information, presenting information for alternative solutions, methods and recommendations to local government officials, national and multi-national prospective industry representatives and management. Extensive travel is required to meet with industrial developers and clients seeking site locations in the State. Work is performed under the general direction of the Commissioner, Assistant Commissioner, or Department Secretary and is reviewed through conferences and reports.

HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or at an Alabama Career Center Office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **July 18, 2007**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail services or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

Veteran's credits are NOT allowed on promotional examinations.

Individuals currently on the register MUST reapply to remain eligible for employment.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement or the State Personnel Department web site for complete information on our policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSACS)
- Northwest Association of Colleges and Schools (NACS)
- North Central Association of Colleges and Schools (NCACS)
- New England Association of Colleges and Schools (NEACS)
- Western Association of Colleges and Schools (WACS)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.