

## Economic Development Tax Specialist G49520

### DESCRIPTION OF OCCUPATIONAL WORK

Under limited supervision, provides program expertise involving diversified administrative and policy services to Economic Development Directors and Management, Economic Development employees, and to outside attorneys, CPA's, government officials, business officials, and taxpayers. Coordinates the examination, research, and proposal of policies, legislation, regulations, and rulings as assigned for tax incentive programs. Uses a wide range of professional knowledge to complete assignments including those of considerable importance to the agency; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

The Economic Development Tax Specialist class is full performance and serves as an advanced tax expert on tax incentive programs. This class utilizes a high level of latitude, autonomy, independent judgment, and discretion in their work. The impact of work performed has a greater effect on the agency. This class regularly interacts with people both inside and outside the agency including government officials, corporate officers, attorneys, CPAs, and Economic Development Agency Directors and Administrators.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Reviews, analyzes, and researches financial statements for businesses to recommend appropriate financial assistance and tax incentives for economic development projects.

Advises Economic Development Tax Incentive Division staff and businesses about the financial impact of tax incentives.

Resolves complex program problems where precedent is widely divergent and resolution ultimately rests upon a thorough and current knowledge of laws, policies, regulations, procedures, processes, and industry practices. Examines, researches, and resolves program issues delivered through correspondence, personal interviews, and assignments.

Investigates, analyzes, researches, and presents proposed policies, processes, legislation, regulations, and rulings in the assigned program.

Monitors, analyzes, and interprets legislative, policy, and/or regulatory developments (both state and federal) for the assigned program.

Develops policy, regulations, and/or procedures to address changes or compliance needs in the assigned program.

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Coordinates and/or leads the implementation of changes to policy, regulations, and procedures.

Interprets and applies policy, regulations, and procedures both in-house and with the public.

Coordinates special projects assigned by the Director, Deputy Director, Administrators or Managers, such as researching new tax incentive programs.

Coordinates the implementation of changes to the assigned program, including communications to taxpayers, training internal staff, educational pamphlet design, etc.

Develops internal and external educational presentations and information guides.

Presents educational programs at conventions, seminars, and educational institutions to keep tax attorneys, accountants, and practitioners up to date with economic development tax incentive programs.

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: Department of Economic Development tax incentives programs, policies, procedures, processes, regulations, and tax rulings. Extensive knowledge of the policy development process, state and federal legislative processes and legislative research.

Skill in: presenting persuasive arguments, organizing, and implementing processes.

Ability to: communicate effectively with a wide range of people, interpret state statutes, and judge the relative merits of arguments. Conduct independent research and analysis of complex tax incentive programs.

### MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's Degree in: business, economics, public administration, community or regional planning, marketing, or related field and three years' experience in complex tax program research and analysis.

### **OR**

Increasingly responsible work experience in business, accounting or finance may be substituted for the education requirement on a year for year basis in addition to three years' experience in complex tax program research and analysis.

### LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

NONE

### SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 9/2022

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Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date