

ASSISTANT COMMISSIONER, DATA ANALYTICS (FINANCE)

General Statement of Duties and Responsibilities

Reporting to the Deputy Commissioner, Tax Policy and Data Analytics Division, the Assistant Commissioner, Data Analytics is responsible for bolstering the agency's data warehouse and data documentation and ensuring the quality of agency data sources. This is a management class position. All personnel perform related work.

Examples of Typical Tasks

Manages a team of data analysts who leverage both internal and external data sources to apply data analytic and behavioral science approaches to improve agency operations, including compliance and customer service programs.

Manages the Data Intelligence Group (DIG), which mines tax and other data to identify under-reporter and non-filer candidates for Audit and Enforcement; works closely with senior audit management to develop and track performance of sophisticated and complex data models.

Identifies data resources and improves data accuracy, accessibility and transparency (both Agency-generated and external data).

Assists with business analytic work and enables business data users throughout Agency to leverage data to improve efficiency and customer service in their divisions. Identifies challenges, suggests appropriate analytical solutions, and provides technical assistance to implement these solutions.

Qualification Requirements

1. A Master's degree from an accredited college and two years of satisfactory responsible full-time paid experience at an executive level in management planning or a related field, at least 18 months of which must have been in an administrative, managerial, or executive capacity; or

ASSISTANT COMMISSIONER, DATA ANALYTICS (FINANCE) (continued)

Qualification Requirements (continued)

2. A Baccalaureate degree from an accredited college and four years of satisfactory responsible full-time paid experience at an executive level in management planning or a related field, at least 18 months of which must have been in an administrative, managerial, or executive capacity; or
3. A satisfactory equivalent. However, all candidates must have at least one year of experience as described in "1" above, including 18 months of which must have been in an administrative, managerial, or executive capacity.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.