

**ASSISTANT COMMISSIONER, TAX POLICY (FINANCE)**

**General Statement of Duties and Responsibilities**

Reporting to the Deputy Commissioner for the Tax Policy & Data Analysis Division, the Assistant Commissioner, Tax Policy is responsible for analyzing and modeling proposed changes in tax law and regulations, monitoring and analyzing revenues, and publishing multiple monthly and annual reports.

This is a management class position. All personnel perform related work.

**Examples of Typical Tasks**

Manages data mining for analysis on behalf of other City agencies, as requested.

Presents analytical findings and policy issues to senior management in DOF and other City agencies.

Presents policy research at various national conferences, such as the FTA's annual research and compliance meetings.

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**Qualification Requirements:**

1. A Master's Degree from an accredited college and two years of satisfactory, responsible, full-time experience in professional accounting, auditing, or a related field, at least 18 months of which must have been in an administrative, managerial or executive capacity or supervising professionals performing accounting, auditing or related work; or
2. A baccalaureate degree from an accredited college and four years of satisfactory, responsible, full-time experience as described in "1" above, 18 months of experience which must have been in a supervisory, administrative, managerial or executive capacity; or

**ASSISTANT COMMISSIONER, TAX POLICY (FINANCE)** (continued)

**Qualification Requirements** (continued)

3. Education and/or experience equivalent to “1” above. However, all candidates must have at least 18 months of experience in a supervisory, administrative, managerial or executive capacity as described in “1” above.

**Direct Lines of Promotion**

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