



TAX REVENUE ANALYST
Skilled Service
Bureau of Revenue Estimates
Announcement # (10-0899-901)

POSITION SPECIFIC RECRUITMENT

THIS IS A POSITION SPECIFIC RECRUITMENT FOR THE COMPTROLLER OF MARYLAND. THE RESULTING ELIGIBILITY LIST WILL BE USED TO STAFF THIS POSITION/FUNCTION ONLY. INTERESTED PERSONS NEED TO REAPPLY FOR FUTURE POSITIONS WITHIN THIS CLASSIFICATION.

SALARY RANGE: \$48,398 - \$77,701 (Grade 19) *State Employees Furlough and Temporary Salary Reduction Plan effective per Executive Order 01.01.2009.11 September 23, 2009 through June 30, 2010. The equivalent standard salary range is **\$49,638 – \$79,693**.

CLOSING DATE FOR RECEIPT OF APPLICATIONS: FEBRUARY 22, 2010

LOCATION: ANNAPOLIS, MD (Anne Arundel County)

POSITION DUTIES:

The Comptroller of Maryland's Bureau of Revenue Estimates, located in historic Annapolis, has a position available for a bright, self-motivated individual with strong analytical, technical, and communications skills. This position offers variety, challenge, and opportunities for direct involvement in State fiscal and tax policies at the highest levels. This position will be responsible for conducting formal studies of State revenues, tax policies, and legislation; preparing and presenting analyses and recommendations to top State executives; estimating the fiscal impact of legislation; and this position may be responsible for developing forecasts of the State's economy and revenues. The State of Maryland offers a competitive salary and a very generous leave, health benefits, and retirement package.

MINIMUM QUALIFICATIONS:

Education: Possession of a bachelor's degree from an accredited four-year college or university.

Experience: Four years of experience in tax policy analysis involving the development and analysis of income tax data bases and tax simulation models.

- Notes:**
1. Applicants may substitute graduate education in economics, statistics, accounting or business administration for the required experience at the rate of 30 semester hours for one year of experience up to two years of the required experience.
 2. Applicants may substitute additional experience as defined above at the rate of one year of experience for one year of education for the required college education.

PREFERRED QUALIFICATIONS:

- ✓ Master's degree in public policy, public administration, economics, business administration, finance, or related field.
- ✓ Specialized expertise analyzing, evaluating, developing, or implementing policies pertaining to state taxes and other government revenues.
- ✓ Familiarity with federal IMF / IRTF / BRTF data.
- ✓ Strong analytical abilities, including understanding of mathematical, econometric, and statistical concepts.
- ✓ Excellent written and verbal communications skills.
- ✓ Proficiency with SAS, SAP Business Objects, and Crystal Reports.
- ✓ Ability to work independently, in teams, and under pressure.
- ✓ Availability for extended work hours as required to meet deadlines.

SELECTION PROCESS:

Only applicants who meet the minimum qualifications and provide unofficial copies of their transcripts at the time of filing their applications will be considered for this recruitment. As part of the selection process, qualifying applicants are subject to an oral interview. Prior to appointment the employee will successfully undergo a comprehensive background investigation including a review of their criminal, MVA, and tax records. Upon initial appointment or promotion to a position in the State Personnel Management System, an employee is required to serve an initial six-month probationary period. This probationary period may be extended an additional six months under certain circumstances at the discretion of the appointing authority.

EXAMINATION PROCESS:

The examination will consist of a rating of your education, training and experience related to the requirements of the position based on information submitted on your State application form MS-100 and submission of your educational documentation. Successful candidates will be rated as Best Qualified, Better Qualified, or Qualified based on the test score and placed on the eligible list for one year. Therefore, it is essential for you to provide complete and accurate information regarding all experience and education that is pertinent to the minimum qualifications for this position. Only applicants who document that they meet the minimum qualifications by providing required documentation of education and experience at the time of filing their Maryland State application will be rated.

TO APPLY:

Send your completed State application (MS-100), a cover letter and supporting documentation, including an unofficial copy of your college transcripts to the address below by 5:00 p.m. on February 22, 2010. Postmarks will NOT be accepted Applications may be downloaded by going to <http://compnet.comp.state.md.us/careerinformation> or <http://www.dbm.maryland.gov/jobseekers>. Incomplete application materials will not be accepted. You may fax your application materials to (410) 974-5249. If you have any questions or require assistance, please contact us at (410) 260-6037.

**Kathleen Davis, Office of Personnel Services
Comptroller of Maryland
Louis L. Goldstein Treasury Building
P. O. Box 466, Room 209
Annapolis, Maryland 21404-0466**

The Comptroller of Maryland is an Equal Opportunity Employer.

✓ **Medical/Health Insurance Plans:**

PPO Plans

- CareFirst Blue Cross/Blue

Shield PPO

- United Healthcare PPO

POS Plans

- CareFirst Blue Cross/Blue

Shield MPOS

- Aetna Choice POS II
- United Healthcare Choice Plus

POS

EPO Plans

- CareFirst Blue Cross/Blue

Shield EPO

- Aetna Select EPO
- United Healthcare Select EPO

✓ **Prescription Plan**

✓ **Dental Plans:**

- United Concordia DPPO
- United Concordia DHMO

✓ **Term Life Insurance Plan**

✓ **Personal Accidental Death and Dismemberment Plan**

✓ **Long Term Care Plan**

✓ **FREE Vision Plan**

✓ **Flexible Spending Accounts:**

- Health Care Spending Accounts
- Daycare Spending Accounts

✓ **State Retirement and Pension System**

- Employees are vested in the pension system after five years of employment

Tax-deferred supplemental retirement savings plans:

- 457
- 403(b)
- 401(k)

✓ **SECU Credit Union**

✓ **Direct Deposit**

✓ **Savings Bonds**

✓ **Maryland Prepaid College Savings Plans**

✓ **Paid Holidays: 11-12 per year**

✓ **Annual Leave**

- Up to five years of service, 10 days earned per year

- Five to 10 years of service, 15 days earned per year

- 10-20 years of service, 20 days earned per year

- 20+ years of service, 25 earned per year

- Employees may carry over up to 10 weeks of annual leave per year

✓ **Personal Leave: Six days per year**

✓ **Sick Leave: 15 days per year, unlimited accrual**

✓ **Compensatory Leave**

✓ **Military Leave**

✓ **Leave Bank and Employee-to-Employee Leave Donations**

✓ **Employee Assistance Program**

✓ **Flextime and Teleworking opportunities for some positions**

* Please note that the benefit information provided pertains to full-time, permanent employees. Health benefits coverage is available to qualified domestic partners. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked. Contractual employees may enjoy some of these benefits.