Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Technical Tax Specialist Series

Classes in the Series

Class Code	Class Title
00360	Technical Tax Specialist 1
00361	Technical Tax Specialist 2
00362	Technical Tax Specialist 3

Series Concept

Positions in this series research, develop and write Department of Revenue and Finance tax policy and rules. They respond to external and internal requests for explanations and interpretations of tax laws, policies and rules. They also analyze federal and state legislation and court decisions.

Exclusions

Positions that review individual or business income tax returns. Positions that perform investigative work related to the collection of state taxes and administer the tax laws in a field assignment.

Class Distinctions

Technical Tax Specialist 1

Positions function at the entry level and assist in the research, analysis, development and dissemination of relatively straightforward tax issues working under close supervision.

Technical Tax Specialist 2

Positions at this level function in a journey capacity in researching, developing and writing tax policies and rules under general supervision.

Technical Tax Specialist 3

Positions at this level are subject to limited supervision and have major responsibilities for the research, development and writing of tax policies and rules. They deal with more complex tax issues and may represent the Agency on legislative matters and other complex issues regarding external customers.

Effective date: 09/11 BR