



STATE OF COLORADO  
invites applications for the position of:

# Tax Conferee Division Director

This position is open only to Colorado state residents.

**CLASS TITLE:** MANAGEMENT

**LOCATION:** Denver, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** 1375 Sherman Street Denver, Co 80203

**SALARY:** \$10,014.00 Monthly  
\$120,168.00 Annually

**OPENING DATE:** 08/30/19

**CLOSING DATE:** 09/20/19 05:00 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



**COLORADO**  
Department of Revenue

The [Colorado Department of Revenue](#) (CDOR) employs approximately 1,600 hard-working and dedicated employees throughout Colorado. We can be seen performing functions as varied as auditing and collecting taxes, issuing driver licenses and motor vehicle titles, marketing lottery products, enforcing liquor laws, and regulating gaming, horse racing, marijuana, and the auto industry and assisting the citizens of our state.

**CDOR Vision**

To empower businesses and individuals through quality customer service, innovation and collaboration.

**CDOR Mission**

To become a trusted partner to every Coloradan to help them navigate the complexities of government so they can thrive.

The Department of Revenue offers 10 paid holidays per year, paid vacation and sick leave, discounted RTD Eco-Pass, BenefitHub program (discounted merchandise, food and travel, etc), CafeWell, employee wellness program and a great [benefit package](#).

**DESCRIPTION OF JOB:**

**Tax Conferee Section**

The Tax Conferee Section receives and attempts to resolve tax protests or lawsuits involving tax adjustments made by the various taxing divisions within the Department of Revenue.

The professional in this position provides management reporting to senior management in the Taxation Division and/or the Department's executive director. One of the reporting functions is to advise DOR executive management of adverse court decisions and recommend future courses of action. This position is also responsible for the leadership and daily management of the Tax Conferee Section, including managing and directing the staff and case load for the section. The Tax Conferee Section receives and attempts to resolve tax protests or lawsuits involving tax adjustments made by the Department of Revenue. Tax disputes include but are not limited to: individual and corporate income; withholding; sales; use; cigarette; tobacco products; gasoline and special fuel; severance; special district; and, statutory city and county taxes. This position will review all legislation that impacts the Section. Analyze legislation and contribute to fiscal notes and recommend technical changes. This position serves as the primary point of contact with the Department of Law, Office of the Attorney General, for Taxation Division's cases that have advanced into litigation.

**MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**

Minimum Qualifications:

Bachelor's degree in Business, Management, Public Administration or Taxation.

**and**

Six years of professional experience resolving tax disputes including working with the Attorney General's Office on cases in litigation, two of which must have included experience with public or business administration, establishing goals and objectives, as well as developing and managing a budget to achieve program goals and objectives.

**Substitutions:**

Additional experience will substitute for the degree on a year-for-year basis

Additional education as listed above will substitute for the required experience on a year-for-year basis.

\* A Certified Public Accountant (CPA) license in Colorado and/or a Masters in Taxation or a Master of Laws (LLM).

**Preferred Qualifications:**

- Proven experience in implementing operational efficiencies and customer service best practices
- Proven experience working in taxation
- Proven experience in budget, financial and contract management
- Proven experience managing a staff with diverse professional experience and qualifications
- Excellent written and communication skills
- Excellent interpersonal skills
- Proven success organizing and tracking workload

**DOR REQUIRED SKILLS & COMPETENCIES:** Competencies required for all DOR positions include good communications skills, interpersonal skills, the ability to multi-task, the ability to work with confidential information, the ability to work in high-stress environments, and the demonstrated ability to assist customers in an efficient, effective, and elegant manner.

**The following are conditions of employment with the Colorado Department of Revenue:**

1. All employees must be current with their income tax filings and payments with the State of Colorado. This includes successfully passing a pre-employment evaluation of your tax records/accounts.
2. Employees are in a position of public trust in the performance of their job duties and must operate in a manner that maintains the highest standards of honesty, integrity, and public confidence. All job finalists require successful completion of a background investigation and reference check prior to appointment. Background checks may include national criminal, financial, traffic, civil, education, and/or experience checks or any other checks related to the job assignment. Fingerprint background checks and pre-employment drug testing may also be

required for some positions.

### **Appeal Rights**

If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at [www.colorado.gov/spb](http://www.colorado.gov/spb).

A standard appeal form is available at: [www.colorado.gov/spb](http://www.colorado.gov/spb). If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

### **SUPPLEMENTAL INFORMATION:**

#### **E-MAIL ADDRESS:**

All correspondence regarding your status in the selection/examination process will be conducted via e-mail. Include a working email address on your application; one that is checked often as time sensitive correspondence WILL take place via email. Exam information or notification will take place via email; check your email frequently. Please include your current e-mail address on your application and set up your e-mail to accept messages from "state.co.us" and "info@governmentjobs.com" addresses. It is your responsibility to ensure that your email will accept these notices and/or review your junk mail and spam filtered email.

### **APPLICANT CHECKLIST:**

Only complete applications submitted by the closing date for this announcement will be given consideration. Failure to submit properly completed documents by the closing date of this announcement may result in your application being rejected.

#### **Complete Applications must include the following documents:**

- 1) A complete CDOR Application for Announced Vacancy (Submit online using the link in this announcement)
- 2) A complete Supplemental Questionnaire (Submit online as part of your application)
- 3) A chronological resume (Attach to your online application, late submissions will not be accepted)
- 4) A Cover Letter with a Written Narrative. The written narrative should describe your interest in this position and specifically how your education, abilities, skills and experience relate to the requirements, responsibilities and competencies listed in the job announcement. (Attach to your online application, late submissions will not be accepted)

### **MINIMUM QUALIFICATIONS AND COMPARATIVE ANALYSIS:**

Part of, or the entire comparative analysis for this position, may involve a review of the information submitted in the application material, including the answers to the supplemental questions. Therefore, it is paramount that in the experience portion of the application, the applicant describes the extent to which they possess the education, experience, competencies and background as they relate to the duties outlined in the job announcement, as well as the special and/or preferred qualifications. List your employment history starting with the most recent job, including part-time, temporary, and volunteer jobs. If more than one job was held with a given organization, list each job held as a separate period of employment. Under "Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities as they relate to the job for which you are applying. Be complete and specific in detailing of duties. Information must be accurate, including dates of employment. If it is found

that information provided is falsified, you will not be considered for a job with the State of Colorado and/or may be removed from a job after hire. "See resume" statements will not be accepted in lieu of a properly completed application. Failure to include adequate information or follow instructions may affect the applicant's score and/or prevent them from competing in any subsequent measures used to arrive at a top group of applicants. Factors to be assessed are those outlined in the requirements, competencies, and preferred qualifications.

Years will be expressed in terms of full-time equivalent service with full-time workload equal to one (1) Full-Time Equivalent (FTE) year. No more than 1.00 FTE year may be credited in any twelve (12) month period. Positions working 40 hours or less per week will be pro-rated (30 hrs/wk=0.75 FTE=9 mos credit; 20 hrs/wk=0.5 FTE=6 mos credit; 10 hrs/wk=0.25 FTE=3 mos credit)

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**

Applicants are strongly encouraged to apply online. It is the applicant's responsibility to ensure their application materials are received on time and are legible. As such, it is recommended that applicants apply ON-LINE by the CLOSING DATE and TIME.

**DEPARTMENT CONTACT INFORMATION:**

Anita McEachern at [anita.mceachern@state.co.us](mailto:anita.mceachern@state.co.us)

**METHODS OF APPOINTMENT:** Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.colorado.gov/jobs>

Position #TAA-01043-08.2019  
TAX CONFEREE DIVISION DIRECTOR  
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

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**Tax Conferee Division Director Supplemental Questionnaire**

\* 1. Have you submitted the required cover letter and resume?

Yes  No

\* 2. 8CDOR - Appeal Rights: I affirm that I have been provided my Appeal Rights, in accordance with Board Rule 4-5 which reads: All applicants will be notified of their appeal rights in the job announcement in accordance with federal and state law or the "Dispute Resolution" chapter. Such notice shall include appeal rights they may have; the time frame for such an appeal; the address for filing the appeal; and the availability of any standard appeal form. As such, if you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination. Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging. Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process.

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Yes - I affirm that I have been provided my appeal rights in accordance with Board Rule 4-5.

\* Required Question