



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Classification Description

DEPUTY DIRECTOR OF REVENUE PROCESSING

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Deputy Director of Revenue Processing	X63331	90	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose of Position

The Deputy Director of Revenue Processing helps to ensure all revenue remitted to the State of New Mexico is deposited within statutory requirements.

Nature of Work

Oversees the Revenue Processing Division at the Taxation and revenue Department that processes the revenue and data entry of tax returns and motor vehicle forms as well as corrections associated with these returns and forms. Responsible for division activities and performance which provides statistical information. Promotes effective communication between employees, peers and management, ensures proper training and resources are available for employees, and addresses and attempts to resolve taxpayer and employee issues. Maintains high level of knowledge in current tax laws, rulings and resources available to enable the Division to function effectively and equitably.

Distinguishing Characteristics

Note: The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Oversees the performance of Revenue Processing Bureaus, process workflows, systems integration (especially with GenTax), processing and other equipment (maintenance, contracts, acquisition/budgeting).
- Plans and completes department objectives within budget and in accordance with statutes.
- Ensures timely and accurate delivery of imaging applications, deposit of revenues, client services and records management.
- Develops the integration of the GenTax system of record with a multitude of other input systems.
- Monitors work flows and inventories to ensure timely processing and timely distributions.
- Meets daily & monthly production quotas and deadlines requiring knowledge of systems and technology.
- Makes immediate assessments resulting in successful resolutions (frequent communications and guidance with and to TRD-IT developers is critical).
- Establishes communication links and disseminate pertinent tax information.

General Characteristics

Any one position may not include all General Characteristics listed nor is this inclusive of all General Characteristics possible for the Deputy Director of the Revenue Processing Division.

DEPUTY DIRECTOR OF REVENUE PROCESSING

Scope and complexity of responsibility: *Comprehensive*. Assigned objectives are broadly defined by statute, grant, and agency mission. Requires defining objectives, scope, and policies. Integrates the activities between divisions and high-level areas within state agencies. Develops goals, objectives and organizational plans for mission accomplishment.

Types of employees managed: The Deputy Director of Revenue Processing Division is assigned *comprehensive and diverse* staffing resources of mid-level managers and senior professionals.

Financial accountability: Objectives managed have an *extensive* relationship to the mission of the total organization.

Strategic planning/decision challenge: Managing objectives generally *requires exhibiting a wide mental grasp of broad-ranging concepts and circumstances*. Problem solving requires analysis and evaluation of the facts, issues, and circumstances. Alternative solutions and the relative benefits/consequences must be considered when making decisions. Develops goals for Strategic Plan within area of responsibility. Consults with community leaders and legislative bodies.

Manager Concept

The Deputy Director of Revenue Processing administers resources and operational activities to ensure delivery of products and services to citizens, customers, clients, etc.

Determines objective resource needs and allocates them within financial parameters. The organizational unit (bureau or division) managed represents *a diverse part of the department's total operations*.

Minimum Qualifications

A Master's Degree in any field of study from an accredited college or university and eight (8) years of professional level experience with a strategic impact directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling fourteen (14) years may substitute for the required education and experience. The Taxation and Revenue Department will designate a portion of the required experience to include management and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

Statutory Requirements

If a Statutory Requirement is associated with this position, it will apply.

Conditions of Employment

Working Conditions for the position will vary based on *agency utilization, essential functions*, and the *recruitment needs* at the time a vacancy is posted.

Default FLSA Status: *Exempt*.

Bargaining Unit: N/A

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Developed: 8/29/2013

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.