

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Occ. Code 0610900

Director Tax Collection & Civil Enforcement, M-6

Brief Description of Class

The Director Tax Collection & Civil Enforcement directs the tax compliance program and all related collections and civil enforcement activities. The position exists only in the New York State Department of Taxation and Finance.

Distinguishing Characteristics

Director Tax Collection & Civil Enforcement: one-position class; oversees the tax compliance program; develops and recommends statutory changes to improve taxpayer compliance.

Illustrative Duties

Director Tax Collection & Civil Enforcement

Reporting to an exempt executive management position, the position develops and implements division goals and objectives, work procedures, and standards; develops the program's legislative proposals and fiscal impacts; develops the program's budget requests and spending plans; oversees division collection studies; recommends business process improvements necessary for the collection of newly legislated taxes; and coordinates collection activities with counterparts in other divisions, the IRS, and various states to achieve mutual collection objectives.

Minimum Qualifications

Director Tax Collection & Civil Enforcement

Promotion: one year of service as an Assistant Director Tax Collection & Civil Enforcement.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

1/2021

KMR