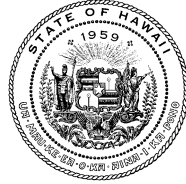


DAVID Y. IGE
GOVERNOR

SHAN TSUTSUI
LT. GOVERNOR



STATE OF HAWAII
DEPARTMENT OF TAXATION
P.O. BOX 259
HONOLULU, HAWAII 96809

MARIA E. ZIELINSKI
DIRECTOR OF TAXATION

DAMIEN A. ELEFANTE
DEPUTY DIRECTOR

SENATE COMMITTEE ON WAYS AND MEANS
HOUSE COMMITTEE ON FINANCE

BUDGET BRIEFING TESTIMONY

TESTIFIER: Maria E. Zielinski
DATE: January 6, 2017
TIME: 9:00 AM
ROOM: State Capitol Room 211

Overview

A. Provide your agency's mission statement.

Our mission is to administer the tax laws of the State of Hawaii in a consistent, uniform and fair manner.

B. Discuss how current state-wide conditions have affected agency operations and the ability to meet goals. Identify and discuss notable performance measures, expected outcomes, and recent results.

The Department of Taxation (DOTAX) continues to aggressively recruit to fill remaining vacancies even with Hawaii's low unemployment rate (3.0% as of November 2016) and higher private sector salaries. DOTAX has established an HR Committee to bring attention to our employee recruitment and retention needs. We have initiated a college outreach recruitment strategy utilizing seasoned management staff to promote career opportunities and available DOTAX entry-level positions. Filling middle management positions require unique taxation skills sets and several years of experience therefore we have established employee retention and succession planning programs to include counseling, supervisor training, and internal promotion initiatives. As a result, our vacancy rate has been reduced from 16.2% last November to 12.15% as of December 2016 (does not include seasonal hires).

Federal Funds

C. Identify programs that have lost or are at risk of losing federal funds. Identify the source of these federal funds by federal award title and CFDA number. Discuss the impact to the public and your planned response, including efforts to supplant any federal fund reductions or the current year (FY16) and the upcoming year (FY17) with other funds.

DOTAX does not receive any federal funds.

Budget Request

D. Explain the process used to develop the agency's budget and prioritize requests for budget changes.

Two major initiatives requiring adjustments to the proposed biennium budget:

- 1) Legislative approval for Medical Marijuana dispensaries on Oahu, Maui, Kauai and Hawaii requires DOTAX district offices to upgrade its safety and security polices and infrastructure to address an anticipated increase in cash transactions.
- 2) The Tax System Modernization project is now in rollout three of the proposed five rollouts. Final CIP funding is necessary to fund the final construction rollouts of the TSM project. The successful implementation of the TSM project has also been dependent upon the dedicated DOTAX staff involved with testing, implementation and communicating the system changes with the taxpayers.

E. Identify and discuss significant adjustments contained in the budget request submitted to the legislature. Explain and quantify how significant requests for additional funds are expected to affect outcomes.

DOTAX requests budget support for two divisions:

TAX 100 (Compliance Division)

\$212,064 – Additional six months funding for five (5) legislatively approved (2016 session) Tax Examiner positions. Positions for Oahu, Kauai, Maui and Big Island will increase audit timeliness, accuracy of reviews and faster walk-in taxpayer services.

TAX 107 (Support Services Division)

1) Construction and testing of TSM. The first two of the five rollouts have been successfully implemented and the expected taxpayer benefits will be realized as taxpayers become familiar with using the new system and the new system's features.

(\$687,000) – Projected reduction of the TSM operation fund is based on the rollout schedule and implementation requirements.

\$18,845,000 CIP Funds - Funding necessary to complete the TSM project construction. The construction contract is expected to be completed in FY19.

2) DOTAX is in the process of upgrading its security and safety policies, surveillance and access infrastructure to manage the anticipated additional Medical Marijuana cash only transactions on Oahu, Maui, Hawaii and Kauai.

\$118,000 - Additional Security Personnel and Armored Car Services to assist with Medical Marijuana cash handing deposits.

\$500,000 CIP Funds – Safety and security upgrades to address an anticipated increase in cash transactions at all DOTAX district offices. Includes hardening of infrastructure, surveillance and access equipment.

Department of Taxation
Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
Compliance	To promote and maintain a tax system based on self-assessment and voluntary compliance by taxpayers through the consistent and fair application of all State tax laws administered by the Department. To reduce the amount of outstanding taxes owed to the State.		TAX 100	
		Field Audit		Title 14, Chapter 231, 231-3, HRS (generally)
		Office Audit		Title 14, Chapter 231, 231-3, HRS (generally)
		Collections		Title 14, Chapter 231, 231-3, HRS (generally); 231-25 through 231-70, HRS (specifically)
		District Offices		Title 14, Chapter 231, 231-3, HRS (generally); 231-10, HRS (specifically)
		Criminal Investigations		Title 14, Chapter 231, 231-3, HRS (generally); 231-4.3, 231-34 through 231-36, HRS (specifically)
		Special Enforcement		Title 14, Chapter 231, 231-3, HRS (generally); 231-81 through 231-100 (specifically)
Tax Services and Processing	To process all tax documents received in the most efficient and expeditious manner possible; maintain accurate accounting records for all tax programs; and promote voluntary taxpayer compliance through timely delivery of information, forms, and responses to questions and inquiries.		TAX 105	
		Document Processing		Title 14, Chapter 231, 231-3, HRS (generally); 231-3, 231-8.5, 231-9.9, HRS (specifically)

Department of Taxation
Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
		Revenue Accounting		Title 14, Chapter 231, 231-3, HRS (generally)
		Taxpayer Services		Title 14, Chapter 231, 231-3, HRS (generally)
Supporting Services-Revenue Collections	To enhance the Department's effectiveness and efficiency in implementing tax programs for formulating policies, allocating resources and providing direction to operations; and to improve the State's policy and decision-making process by providing timely and accurate tax data and interpretive information.		TAX 107	
		Administrative Services		Title 14, Chapter 231, 231-3, HRS (generally)
		Rules		Title 14, Chapter 231, 231-3, HRS (generally); 231-4.5, HRS (specifically)
		Systems Administration		Title 14, Chapter 231, 231-3, HRS (generally); 231-8.5, HRS (specifically)
		Information Technology Services		Title 14, Chapter 231, 231-3, HRS (generally); 231-8.5, HRS (specifically)
		Tax Research and Planning		Title 14, Chapter 231, 231-3, HRS (generally); 231-3.4, HRS (specifically)
		Council on Revenues		Haw. Const. Art. VII, Sec. 7; Chapter 37 Part VI, HRS (generally)
		Tax Review Commission		Haw. Const. Art. VII, Sec. 3; Chapter 232E, HRS (generally)

Department of Taxation
Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
		Board of Reviews		Title 14, Chapter 232, HRS (generally)

Department of Taxation
Department-Wide Totals

Table 2

Fiscal Year 2017				
Act 124/16 Appropriation	Restriction	Emergency Appropriations	Total FY17	MOF
\$ 27,687,019.00	\$ (1,392,520.00)		\$ 26,294,499.00	A
\$ 1,069,097.00			\$ 1,069,097.00	B
			\$ -	
			\$ -	
			\$ -	
			\$ -	
\$ 28,756,116.00	\$ (1,392,520.00)	\$ -	\$ 27,363,596.00	Total
Fiscal Year 2018				
Act 124/16 Appropriation	Reductions	Additions	Total FY18	MOF
\$ 27,687,019.00	\$ (552,755.00)	\$ 1,201,034.00	\$ 28,335,298.00	A
\$ 1,069,097.00		\$ 3,572.00	\$ 1,072,669.00	B
			\$ -	
\$ 28,756,116.00	\$ (552,755.00)	\$ 1,204,606.00	\$ 29,407,967.00	Total
Fiscal Year 2019				
Act 124/16 Appropriation	Reductions	Additions	Total FY19	MOF
\$ 27,687,019.00	\$ (677,755.00)	\$ 1,201,034.00	\$ 28,210,298.00	A
\$ 1,069,097.00		\$ 3,572.00	\$ 1,072,669.00	B
			\$ -	
			\$ -	
			\$ -	
			\$ -	
\$ 28,756,116.00	\$ (677,755.00)	\$ 1,204,606.00	\$ 29,282,967.00	Total

Department of Taxation
 Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted in Act 124/16 (FY17)			Governor's Submittal (FY18)				Governor's Submittal (FY19)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
TAX100	Compliance	A	195.00	5.00	\$ 10,775,438	195.00	5.00	\$ 11,275,150	5%	195	5.00	\$ 11,275,150	5%
TAX105	Tax Services & Processing	A	118.00	120.00	\$ 6,498,821	118.00	120.00	\$ 6,747,461	4%	118	120.00	\$ 6,747,461	4%
TAX107	Supporting Services-Rev Collection	A	75.00	18.00	\$ 10,412,760	75.00	18.00	\$ 10,312,687	-1%	75	18.00	\$ 10,187,687	-2%
TAX107	Supporting Services-Rev Collection	B	-	7.00	\$ 1,069,097	-	7.00	\$ 1,072,669	0%	-	7.00	\$ 1,072,669	0%

Department of Taxation
Budget Decisions

Table 4

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decisions					
				FY18			FY19			FY18			FY19			FY18			FY19		
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
TAX 100	CO	Additional 6 month salary funding for two (2) positions in Office Audit Branch Oahu.	A	-	-	\$ 40,980	-	-	\$ 40,980	\$ -	\$ -	\$ 40,980	\$ -	\$ -	\$ 40,980	\$ -	\$ -	\$ 40,980	\$ -	\$ -	\$ 40,980
TAX 100	CM	Additional 6 month salary funding for a position in Office Audit Branch Maui.	A	-	-	\$ 21,684	-	-	\$ 21,684	\$ -	\$ -	\$ 21,684	\$ -	\$ -	\$ 21,684	\$ -	\$ -	\$ 21,684	\$ -	\$ -	\$ 21,684
TAX 100	CH	Additional 6 month salary funding for a position in Office Audit Branch Hawaii.	A	-	-	\$ 21,684	-	-	\$ 21,684	\$ -	\$ -	\$ 21,684	\$ -	\$ -	\$ 21,684	\$ -	\$ -	\$ 21,684	\$ -	\$ -	\$ 21,684
TAX 100	CK	Additional 6 month salary funding for a position in Office Audit Branch Kauai.	A	-	-	\$ 21,684	-	-	\$ 21,684	\$ -	\$ -	\$ 21,684	\$ -	\$ -	\$ 21,684	\$ -	\$ -	\$ 21,684	\$ -	\$ -	\$ 21,684
TAX 100	CO	Deputy Division Chief position for the Compliance Division.	A	1.00	-	\$ 65,000	1.00	-	\$ 130,000												
TAX 105	BA	Deputy Division Chief position for Tax Services & Processing (TSP).	A	1.00	-	\$ 57,500	1.00	-	\$ 115,000												
TAX 107	AA	Safeguards due to Medical Marijuana.	A			\$ 59,000			\$ 59,000			\$ 59,000			\$ 59,000			\$ 59,000			\$ 59,000
TAX 105	BA	Postage	A			\$ 113,000			\$ 113,000												
TAX 107	AA	Tax System Modernization (TSM) - Operating Fund reduction.	A									\$ (1,406,000)			\$ (1,406,000)			\$ (281,000)			\$ (406,000)

Department of Taxation
Proposed Budget Reductions

Table 5

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	FY18			FY19			FY17
					Pos (P)	Pos (T)	\$\$\$\$	Pos (P)	Pos (T)	\$\$\$\$	Restriction (Y/N)
TAX 107	AA	TSM project operational funds	Reduction is based on projected TSM operating expenses. Reduction may impact funding for unforeseen operational needs.	A			\$ (281,000)			\$ (406,000)	Y
TAX 107	AC	Vacation payout, non-recurring	Closer monitoring, department prioritization and justification requirements and delays for large purchases and unbudgeted expenses (i.e. overtime, travel, replacement equipment).	A			\$ (271,755)			\$ (271,755)	N

Department of Taxation
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	FY18			FY19		
								Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
TAX 100	CO	FY	1	1	Additional 6 month salary funding for two (2) Tax Return Examiner III positions in Office Audit Branch Oahu.	See below	A	-	-	\$ 40,980	-	-	\$ 40,980
TAX 100	CO	OR			Collective Bargaining	FM16-12 attachment 1.	A	-	-	\$ 103,600	-	-	\$ 103,600
TAX 100	CM	FY	2	2	Additional 6 month salary funding for a Tax Return Examiner IV position in Office Audit Branch Maui.	See below	A	-	-	\$ 21,684	-	-	\$ 21,684
TAX 100	CM	OR			Collective Bargaining	FM16-12 attachment 1.	A	-	-	\$ 41,440	-	-	\$ 41,440
TAX 100	CH	FY	3	3	Additional 6 month salary funding for a Tax Return Examiner IV position in Office Audit Branch Hawaii.	See below	A	-	-	\$ 21,684	-	-	\$ 21,684
TAX 100	CH	OR			Collective Bargaining	FM16-12 attachment 1.	A	-	-	\$ 51,800	-	-	\$ 51,800
The five (5) positions above were approved in FY16's Supplemental Budget Request and funded for a mximum of six months for the first year (i.e. FY17). They shall be funded for the full year thereafter. Amounts reflected are the additional funding needed for the positions so that they are funded for the full year.													
TAX 100	CK	OR			Collective Bargaining	FM16-12 attachment 1.	A	-	-	\$ 31,080	-	-	\$ 31,080
TAX 100	CP	OR			Collective Bargaining	FM16-12 attachment 1.	A	-	-	\$ 82,880	-	-	\$ 82,880
TAX 100	EO	OR			Collective Bargaining	FM16-12 attachment 1.	A	-	-	\$ 82,880	-	-	\$ 82,880
TAX 105	BA	OR			Collective Bargaining	FM16-12 attachment 1.	A	-	-	\$ 134,680	-	-	\$ 134,680
TAX 105	BB	OR			Collective Bargaining	FM16-12 attachment 1.	A	-	-	\$ 20,720	-	-	\$ 20,720
TAX 105	BC	OR			Collective Bargaining	FM16-12 attachment 1.	A	-	-	\$ 93,240	-	-	\$ 93,240
TAX 107	AA	OR	1	5	To establish security guards/sheriffs on the neighbor islands and increase armored car services for all DoTax district offices due to anticipated tax revenue from medical marijuana sales.	Anticipated tax revenue from medical marijuana sales will be on a cash basis. Because of this, there will be a need for additional security for the safety and welfare of DoTax employees. In addition to this, increased armored car services will be required for the increase of cash transactions that will be occurring.	A			\$ 59,000			\$ 59,000
TAX 107	AA	OR			Collective Bargaining	FM16-12 attachment 1.	A	-	-	\$ 279,721	-	-	\$ 279,721
TAX 107	AA	OR			Collective Bargaining	FM16-12 attachment 1.	B	-	-	\$ 3,572	-	-	\$ 3,572
TAX 107	AC	OR			Collective Bargaining	FM16-12 attachment 1.	A	-	-	\$ 93,240	-	-	\$ 93,240
TAX 107	AD	OR			Collective Bargaining	FM16-12 attachment 1.	A	-	-	\$ 20,721	-	-	\$ 20,721

Department of Taxation
FY17 Restrictions

Table 7

Prog ID	Sub-Org	MOF	Budgeted by Dept	Restriction	Difference Between Budgeted & Restricted	Percent Difference	Impact
TAX 100	CH	A	\$ 1,315,744	\$ 60,345	\$ 1,255,399	4.59%	Closer monitoring, department prioritization and justification requirements and delays for large purchases and unbudgeted expenses (i.e. overtime, travel, replacement equipment)
	CK		\$ 858,972	\$ 39,396	\$ 819,576	4.59%	
	CM		\$ 1,163,362	\$ 53,356	\$ 1,110,006	4.59%	
	CO		\$ 2,766,541	\$ 126,885	\$ 2,639,656	4.59%	
	CP		\$ 2,351,951	\$ 107,870	\$ 2,244,081	4.59%	
	EO		\$ 2,318,868	\$ 106,353	\$ 2,212,515	4.59%	
				\$ -			
TAX 105	BA	A	\$ 3,605,139	\$ 167,011	\$ 3,438,128	4.63%	Closer monitoring, department prioritization and justification requirements and delays for large purchases and unbudgeted expenses (i.e. overtime, travel, replacement equipment)
	BB		\$ 304,764	\$ 14,118	\$ 290,646	4.63%	
	BC		\$ 2,588,918	\$ 119,934	\$ 2,468,984	4.63%	
				\$ -			
TAX 107	AA	A	\$ 7,399,265	\$ 236,891	\$ 7,162,374	3.20%	Closer monitoring, department prioritization and justification requirements and delays for large purchases and unbudgeted expenses (i.e. overtime, travel, replacement equipment)
	AC		\$ 2,511,788	\$ 80,416	\$ 2,431,372	3.20%	
	AD		\$ 501,707	\$ 16,062	\$ 485,645	3.20%	

Department of Taxation
Emergency Appropriation Requests

Table 8

<u>Prog ID</u>	<u>Description of Request</u>	<u>Explanation of Request</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
NONE	NONE					

Department of Taxation
Expenditures Exceeding Appropriation Ceilings in FY16 and FY17

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation</u>	<u>Amount Exceeding Appropriation</u>	<u>Percent Exceeded</u>	<u>Reason for Exceeding Ceiling</u>	<u>Legal Authority</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
NONE				N/A					

Department of Taxation
 Intradepartmental Transfers in FY16 and FY17

Table 10

<u>Actual or Anticipated Date of Transfer</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>From Prog ID</u>	<u>Percent of Program ID Appropriation Transferred From</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
7/1/2016	A	8.00	2.00	\$ 575,304	107AA	8.0%	107AC	23.0%	Administrative support	Y

Department of Taxation
Non-General Funds

Table 11

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY17 Unencumbered Cash Balance</u>	<u>Estimated FY17 Revenues</u>	<u>Estimated FY17 Expenditures and Encumbrances</u>	<u>Estimated FY17 Net Transfers</u>	<u>Estimated FY17 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
Cigarette Tax Stamp Administrative Special Fund	To provide funding to administer and operate the cigarette tax stamp program	Act 270, SLH 2001	B	\$ 521,143	\$ 252,000	\$ 87,502	\$ -	\$ 758,109	\$ -
Tax Administration Special Fund	To offset costs associated with administering sections 235-110.9 and 235-110.91, to fund operations of the Special Enforcement Section.	HRS §235-20.5	B	\$ 2,641,947	\$ 3,000,000	\$ 532,298	\$ (2,300,000)	\$ 2,809,649	\$ -

Department of Taxation
Vacancy Report as of November 30, 2016

Table 12

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
TAX100	EO	11/16/16		166	Office Assistant III	N	SR08	BU03	P	1.00	A	\$ 31,236.00	\$ 26,700.00	Y	Y	1		54
TAX100	EK	8/3/15		1461	requent Tax Collection Assis	N	SR15	BU03	P	1.00	A	\$ 42,684.00	\$ 39,480.00	Y				28
TAX107	AA	10/17/16	12/1/16	1467	uman Resources Assistant	N	SR13	BU63	P	1.00	A	\$ 36,468.00	\$ 39,492.00	Y				3
TAX100	CO	12/1/16		1505	Office Assistant IV	N	SR10	BU03	P	1.00	A	\$ 37,980.00	\$ 29,988.00	Y				47
TAX105	BA	11/1/16		1513	Office Assistant III	N	SR08	BU03	P	1.00	A	\$ 27,768.00	\$ 31,236.00	Y				53
TAX100	EO	11/16/16		1525	Tax Clerk	N	SR12	BU03	P	1.00	A	\$ 49,968.00	\$ 31,236.00	Y				43
TAX100	CO	3/1/16	12/16/16	1532	Tax Returns Examiner III	N	SR17	BU03	P	1.00	A	\$ 44,388.00	\$ 37,980.00	Y				23
TAX100	CO	10/17/16		1535	Tax Returns Examiner I	N	SR13	BU03	P	1.00	A	\$ 37,980.00	\$ 32,460.00	Y				32
TAX107	AA	1/19/16		1537	Income Tax Specialist V	N	SR24	BU13	P	1.00	A	\$ 63,198.00	\$ 64,608.00	Y				8
TAX100	CP	10/3/16		1538	Auditor IV	N	SR22	BU13	P	1.00	A	\$ 56,202.00	\$ 55,236.00	Y	Y	2		17
TAX100	CP	10/3/16		1539	Auditor VI	N	SR26	BU23	P	1.00	A	\$ 89,952.00	\$ 88,404.00	Y				6
TAX100	EO	9/1/16		1554	Tax Collector	Y	EM05	BU35	P	1.00	A	\$ 115,430.00	\$ 112,476.00	Y				1
TAX105	BA	3/1/16		1566	Data Entry Operator I	N	SR08	BU03	P	1.00	A	\$ 36,468.00	\$ 37,980.00	Y				50
TAX100	CP	10/3/16		1606	Auditor IV	N	SR22	BU13	P	1.00	A	\$ 56,202.00	\$ 57,432.00	Y	Y	2		18
TAX105	BA	11/16/16		3944	Office Assistant IV	N	SR10	BU03	P	1.00	A	\$ 33,720.00	\$ 31,236.00	Y				46
TAX100	CP	10/3/16		4412	Auditor IV	N	SR22	BU13	P	1.00	A	\$ 56,202.00	\$ 55,236.00	Y				19
TAX107	AA	12/31/15		10930	Management Analyst V	N	SR24	BU23	P	1.00	A	\$ 80,376.00	\$ 81,756.00	Y				7
TAX107	AC	10/3/16		11509	ormation Technology Band	N	SR18	BU13	P	1.00	A	\$ 54,030.00	\$ 41,964.00	Y				22
TAX100	CO	10/3/16		15489	Tax Clerk	N	SR12	BU03	P	1.00	A	\$ 31,236.00	\$ 31,236.00	Y				42
TAX107	AA	3/2/15		16055	Account Clerk II	N	SR08	BU03	P	1.00	A	\$ 31,212.00	\$ 31,212.00	Y				49
TAX105	BA	11/21/15	1/1/17	21195	Management Analyst IV	N	SR22	BU13	P	1.00	A	\$ 68,364.00	\$ 57,708.00	Y				15
TAX107	AC	8/1/16		23170	ormation Technology Band	N	SR24	BU23	P	1.00	A	\$ 79,998.00	\$ 78,624.00	Y				9
TAX100	EO	11/1/16		26310	requent Tax Collection Assis	N	SR17	BU03	P	1.00	A	\$ 54,012.00	\$ 58,416.00	Y				25
TAX105	BA	6/6/16		30157	Office Assistant III	N	SR08	BU03	P	1.00	A	\$ 28,872.00	\$ 26,700.00	Y				51
TAX105	BA	8/1/16		34204	Management Analyst III	N	SR20	BU13	T	1.00	A	\$ 39,450.00	\$ 40,320.00	Y				21
TAX100	CM	3/10/16		38733	Secretary II	N	SR14	BU03	P	1.00	A	\$ 35,112.00	\$ 36,468.00	Y	Y	2		30
TAX100	EO	4/1/16		39134	Tax Clerk	N	SR12	BU03	P	1.00	A	\$ 44,388.00	\$ 46,188.00	Y				40
TAX107	AA	11/1/16		40345	uman Resources Specialist	N	SR24	BU73	P	1.00	A	\$ 60,780.00	\$ 59,736.00	Y				10
TAX107	AA	4/11/16		41009	Account Clerk III	N	SR11	BU03	P	1.00	A	\$ 33,720.00	\$ 35,112.00	Y	Y	2		45
TAX100	CO	10/1/15		47875	Tax Returns Examiner II	N	SR15	BU03	P	1.00	A	\$ 39,492.00	\$ 36,516.00	Y	Y	1		29
TAX105	BC	9/1/15		49971	Tax Clerk	N	SR12	BU03	T	1.00	A	\$ 31,236.00	\$ 30,036.00	Y				35
TAX100	CP	5/16/14		117448	Auditor IV	N	SR22	BU13	P	1.00	A	\$ 42,696.00	\$ 47,412.00	Y				14
TAX100	CH	12/16/15		117453	Auditor IV	N	SR22	BU13	P	1.00	A	\$ 46,140.00	\$ 47,400.00	Y				16
TAX100	CO	3/16/16		117458	Tax Returns Examiner III	N	SR17	BU03	P	1.00	A	\$ 54,012.00	\$ 37,980.00	Y				24
TAX105	BA	6/16/16	12/1/16	118229	Office Assistant III	N	SR08	BU03	T	1.00	A	\$ 26,700.00	\$ 26,700.00	Y				48
TAX105	BC	9/1/15		118240	Tax Clerk	N	SR12	BU03	T	1.00	A	\$ 32,460.00	\$ 30,036.00	Y				36
TAX105	BC	6/1/16		118242	Tax Clerk	N	SR12	BU03	T	1.00	A	\$ 32,460.00	\$ 31,236.00	Y				38
TAX105	BA	7/18/16		118448	Office Assistant III	N	SR08	BU03	P	1.00	A	\$ 26,700.00	\$ 26,700.00	Y				52
TAX105	BC	11/16/16		118456	Tax Information Technician	N	SR13	BU03	P	1.00	A	\$ 32,460.00	\$ 33,720.00	Y				33
TAX105	BC	1/1/16		118507	Tax Information Tech II	N	SR15	BU03	T	1.00	A	\$ 44,388.00	\$ 46,188.00	Y				26
TAX107	AA	9/6/16		118524	uman Resources Assistant	N	SR11	BU63	P	1.00	A	\$ 29,988.00	\$ 29,988.00	Y				4
TAX100	CO	6/7/14		119352	Enforcement Section Inve	Y	SRNA	BU73	T	1.00	B	\$ 38,000.00	\$ 50,000.00	Y	Y	3		5
TAX100	CO	8/2/16		120118	ax Compliance Coordinatc	N	EM03	BU35	T	1.00	A	\$ 75,226.00	\$ 102,012.00	Y				2
TAX100	CM	11/16/16		120658	Tax Clerk	N	SR12	BU03	P	1.00	A	\$ 31,236.00	\$ 32,460.00	Y				44
TAX100	CM	5/16/16		120659	Tax Clerk	N	SR12	BU03	P	1.00	A	\$ 31,236.00	\$ 31,236.00	Y	Y	2		41
TAX107	AA	3/14/14		120677	Research Statistician IV	N	SR22	BU13	P	1.00	A	\$ 49,914.00	\$ 51,312.00	Y				13
TAX100	CO	9/30/16		120780	Tax Returns Examiner I	N	SR13	BU03	P	1.00	A	\$ 39,492.00	\$ 32,460.00	Y				31
TAX100	CO	12/7/16		120781	Tax Returns Examiner I	N	SR13	BU03	P	1.00	A	\$ 35,112.00	\$ 33,720.00	Y				34

Department of Taxation
 Vacancy Report as of November 30, 2016

Table 12

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date of Vacancy</u>	<u>Expected Fill Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Perm Temp (P/T)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>	<u># of 89 Hire Appts</u>	<u>Describe if Filled by other Means</u>	<u>Priority # to Retain</u>
TAX100	CO	10/26/12		120783	Tax Returns Examiner II	N	SR15	BU03	P	1.00	A	\$ 35,112.00	\$ 16,032.00	Y	Y			27
TAX107	AA	11/1/12		120792	Research Statistician IV	N	SR22	BU13	P	1.00	A	\$ 48,228.00	\$ 45,576.00	Y	Y	3		11
TAX107	AC	3/19/13		120871	Information Technology Band	N	SR22	BU13	P	1.00	A	\$ 49,914.00	\$ 60,024.00	Y	Y	2		12
TAX107	AA	5/1/15		121074	Management Analyst III	N	SR20	BU13	T	1.00	A	\$ 39,450.00	\$ 45,576.00	Y	Y	2		20
TAX105	BC	3/1/16		121087	Tax Clerk	N	SR12	BU03	T	1.00	A	\$ 31,236.00	\$ 31,236.00	Y	Y			37
TAX100	CO	3/1/16		121108	Tax Clerk	N	SR12	BU03	P	1.00	A	\$ 35,112.00	\$ 31,236.00	Y	Y	2		39

Department of Taxation
Positions Filled from July 1, 2015 to November 30, 2016

Table 13

Prog ID	Sub-Org	Effective	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied
		Date Position Filled												by 89 Day Hire (Y/N)
TAX105	BA	9/1/2015	00011507	Clerical Supervisor III	N	SR14	04	P	A	1.000000	\$44,388.00	1.000000	\$41,064.00	N
TAX107	AA	8/2/2016	00104171	Deputy Director Of Taxation	Y	SRNA	00	P	A	1.000000	\$121,908.00	1.000000	\$130,368.00	N
TAX105	BA	3/1/2016	00011589	Office Assistant IV	N	SR10	03	P	A	1.000000	\$41,064.00	1.000000	\$41,064.00	N
TAX107	AD	9/16/2016	00011442	Economist VI	N	SR26	73	P	A	1.000000	\$89,952.00	1.000000	\$59,736.00	N
TAX100	CO	10/4/2016	00119352	Spcl Enf Section Investigator	Y	SRNA	73	T	B	1.000000	\$38,000.00	1.000000	\$44,496.00	Y
TAX107	AA	2/1/2016	00012965	Human Resources Technician VI	N	SR15	63	P	A	1.000000	\$44,388.00	1.000000	\$41,064.00	N
TAX105	BB	12/1/2015	00011526	Accountant III	N	SR20	13	P	A	1.000000	\$46,140.00	1.000000	\$60,012.00	N
TAX100	EH	9/1/2015	00121599	Delinquent Tax Coll Asst I	N	SR15	03	P	A	1.000000	\$35,112.00	1.000000	\$46,188.00	N
TAX105	BC	11/2/2015	00001527	Office Assistant III	N	SR08	03	P	A	1.000000	\$27,768.00	1.000000	\$26,700.00	N
TAX105	BA	12/31/2015	00049981	Management Analyst III	N	SR18	13	T	A	1.000000	\$46,140.00	1.000000	\$49,308.00	N
TAX105	BC	2/16/2016	00121086	Tax Clerk	N	SR12	63	T	A	1.000000	\$31,236.00	1.000000	\$31,740.00	N
TAX100	CP	10/4/2016	00001538	Auditor IV	N	SR20	73	P	A	1.000000	\$56,202.00	1.000000	\$45,348.00	N
TAX107	AA	8/2/2016	00001537	Income Tax Specialist V	N	SR24	73	P	A	1.000000	\$63,198.00	1.000000	\$55,236.00	Y
TAX100	CP	1/19/2016	00016049	*Reg/Enf/Pub Safety Prof	Y	SRNA	13	P	A	1.000000	\$44,388.00	1.000000	\$85,020.00	N
TAX105	BC	2/16/2016	00004408	Tax Clerk	N	SR12	03	P	A	1.000000	\$33,720.00	1.000000	\$31,236.00	N
TAX105	BC	11/16/2016	00121083	Tax Clerk	N	SR12	03	T	A	1.000000	\$31,236.00	1.000000	\$33,720.00	N
TAX105	BA	2/1/2016	00003700	Tax Revenue Collctn Supvr II	N	SR17	04	P	A	1.000000	\$37,980.00	1.000000	\$51,924.00	N
TAX100	CO	3/1/2016	00011565	Supervising Tax Clerk I	N	SR15	04	P	A	1.000000	\$42,684.00	1.000000	\$35,112.00	N
TAX107	AC	8/1/2016	00120404	Information Technology Band C	N	SR26	13	P	A	1.000000	\$60,780.00	1.000000	\$85,020.00	N
TAX105	BC	3/1/2016	00015455	Tax Clerk	N	SR12	03	P	A	1.000000	\$49,968.00	1.000000	\$31,236.00	N
TAX105	BC	2/16/2016	00121086	Tax Clerk	N	SR12	03	T	A	1.000000	\$31,236.00	1.000000	\$31,236.00	N
TAX100	EO	11/16/2016	00117477	Delinquent Tax Coll Asst I	N	SR15	03	P	A	1.000000	\$36,468.00	1.000000	\$35,112.00	N
TAX100	CO	6/1/2016	00026376	Tax Returns Examiner I	N	SR13	03	P	A	1.000000	\$54,012.00	1.000000	\$32,460.00	N
TAX100	EO	9/16/2015	00001450	Tax Clerk	N	SR12	03	P	A	1.000000	\$37,980.00	1.000000	\$37,980.00	N
TAX100	EK	8/3/2015	00121636	Delinquent Tax Coll Asst II	N	SR17	03	P	A	1.000000	\$37,980.00	1.000000	\$49,968.00	N
TAX100	CH	12/16/2015	00011513	Tax Returns Examiner II	N	SR15	03	P	A	1.000000	\$35,112.00	1.000000	\$41,064.00	N
TAX100	CO	10/3/2016	00011565	Supervising Tax Clerk I	N	SR15	04	P	A	1.000000	\$42,684.00	1.000000	\$35,112.00	N
TAX105	BA	8/3/2015	00003943	Data Entry Supervisor II	N	SR14	04	P	A	1.000000	\$48,024.00	1.000000	\$39,492.00	N
TAX107	AA	10/1/2015	00001561	Tax Information Specialist I	N	SR20	13	P	A	1.000000	\$46,140.00	1.000000	\$43,812.00	N
TAX107	AA	11/1/2016	00001466	Departmental HR Officer II	N	EM03	35	P	A	1.000000	\$104,693.00	1.000000	\$75,684.00	N
TAX100	CM	9/16/2015	00047602	Tax Clerk	N	SR15	03	P	A	1.000000	\$41,064.00	1.000000	\$35,112.00	N
TAX100	CP	10/3/2016	00016050	Auditor V	N	SR24	13	P	A	1.000000	\$56,202.00	1.000000	\$64,608.00	N
TAX105	BA	7/16/2015	00002766	Documents Procsg Optns Mgr	N	SR26	23	P	A	1.000000	\$60,780.00	1.000000	\$57,720.00	N
TAX100	CO	12/21/2015	00120778	Tax Returns Examiner II	N	SR15	03	P	A	1.000000	\$39,492.00	1.000000	\$42,684.00	N
TAX107	AA	1/19/2016	00120870	Administrative Appeals Officer	Y	SRNA	13	T	A	1.000000	\$72,012.00	1.000000	\$80,004.00	N
TAX100	CO	8/17/2015	00001501	Tax Returns Examiner III	N	SR17	03	P	A	1.000000	\$42,684.00	1.000000	\$44,388.00	N
TAX105	BC	11/2/2015	00003693	Tax Information Tech II	N	SR15	03	P	A	1.000000	\$41,064.00	1.000000	\$41,064.00	N
TAX100	CP	10/3/2016	00001618	Auditor V	N	SR24	13	P	A	1.000000	\$73,920.00	1.000000	\$62,112.00	N
TAX107	AA	10/17/2016	00012965	Human Resources Technician VI	N	SR15	63	P	A	1.000000	\$44,388.00	1.000000	\$42,684.00	N
TAX105	BA	8/16/2016	00118234	Office Assistant III	N	SR08	03	T	A	1.000000	\$28,872.00	1.000000	\$26,700.00	N
TAX100	CO	3/1/2016	00001505	Office Assistant IV	N	SR10	03	P	A	1.000000	\$37,980.00	1.000000	\$28,872.00	N
TAX105	BA	8/1/2016	00004411	Taxation Services Admr	N	EM07	35	P	A	1.000000	\$109,656.00	1.000000	\$109,656.00	N

Department of Taxation
Positions Filled from July 1, 2015 to November 30, 2016

Table 13

TAX100	CO	8/17/2015	00003692	Tax Returns Examiner III	N	SR17	03	P	A	1.000000	\$42,684.00	1.000000	\$44,388.00	N
TAX100	EO	7/18/2016	00120116	Delinquent Tax Coll Asst II	N	SR17	03	P	A	1.000000	\$39,492.00	1.000000	\$42,684.00	N
TAX100	CP	10/3/2016	00029071	Auditor V	N	SR24	13	P	A	1.000000	\$76,908.00	1.000000	\$62,112.00	N
TAX105	BA	9/21/2015	00028864	Office Assistant III	N	SR08	03	P	A	1.000000	\$36,468.00	1.000000	\$26,700.00	N
TAX105	BC	1/4/2016	00041712	Tax Information Tech II	N	SR15	03	P	A	1.000000	\$36,468.00	1.000000	\$41,064.00	N
TAX105	BC	11/16/2015	00121084	Tax Clerk	N	SR12	03	T	A	1.000000	\$31,236.00	1.000000	\$31,236.00	N
TAX105	BA	11/1/2016	00118442	Office Assistant III	N	SR08	03	P	A	1.000000	\$27,768.00	1.000000	\$31,236.00	N
TAX105	BA	12/16/2015	00001531	Clerical Supervisor II	N	SR12	04	P	A	1.000000	\$36,468.00	1.000000	\$32,460.00	N
TAX105	BA	4/11/2016	00118445	Office Assistant III	N	SR08	03	P	A	1.000000	\$26,700.00	1.000000	\$26,700.00	N
TAX105	BC	9/1/2015	00026722	Tax Information Specialist I	N	SR20	13	P	A	1.000000	\$56,202.00	1.000000	\$43,812.00	N
TAX107	AA	11/28/2016	00041009	Account Clerk III	N	SR11	63	P	A	1.000000	\$33,720.00	1.000000	\$29,988.00	Y
TAX105	BA	11/16/2017	00004177	Cashier II	N	SR12	63	P	A	1.000000	\$44,388.00	1.000000	\$31,236.00	N
TAX100	CM	11/16/2017	00047602	Tax Clerk	N	SR12	63	P	A	1.000000	\$41,064.00	1.000000	\$32,460.00	N
TAX105	BB	9/1/2015	00118500	Account Clerk III	N	SR11	03	P	A	1.000000	\$31,236.00	1.000000	\$32,460.00	N
TAX105	BA	9/4/2015	00118234	Office Assistant III	N	SR08	63	T	A	1.000000	\$28,872.00	1.000000	\$32,460.00	N
TAX100	EO	11/16/2016	00004407	Delinquent Tax Coll Asst I	N	SR15	03	P	A	1.000000	\$36,468.00	1.000000	\$37,980.00	N
TAX105	BC	9/1/2015	00118449	Tax Clerk	N	SR12	03	P	A	1.000000	\$32,460.00	1.000000	\$31,236.00	N
TAX107	AA	3/1/2016	00120985	Administrative Rules Spclt	Y	SRNA	73	T	A	1.000000	\$130,000.00	1.000000	\$120,000.00	N
TAX100	CH	11/2/2015	00117460	Tax Returns Examiner III	N	SR17	03	P	A	1.000000	\$39,492.00	1.000000	\$41,064.00	N
TAX107	AA	11/2/2015	00102246	Administrative Rules Spclt	Y	SRNA	73	T	A	1.000000	\$140,004.00	1.000000	\$140,004.00	N
TAX100	CH	11/2/2015	00011514	Tax Returns Examiner II	N	SR15	03	P	A	1.000000	\$44,388.00	1.000000	\$35,112.00	N
TAX105	BB	9/1/2015	00000167	Account Clerk IV	N	SR13	03	P	A	1.000000	\$42,684.00	1.000000	\$33,720.00	N
TAX107	AA	3/16/2016	00038768	Tax Information Specialist I	N	SR20	13	P	A	1.000000	\$60,780.00	1.000000	\$45,348.00	N
TAX107	AC	7/1/2015	00035767	Information Technology Band A	N	SR18	13	P	A	1.000000	\$48,000.00	1.000000	\$40,548.00	N
TAX100	CM	11/16/2016	00047602	Tax Clerk	N	SR12	03	P	A	1.000000	\$41,064.00	1.000000	\$32,460.00	N
TAX100	EM	7/16/2015	00001577	Tax Clerk	N	SR12	03	P	A	1.000000	\$32,460.00	1.000000	\$31,236.00	N
TAX100	CO	11/16/2015	00120781	Tax Returns Examiner I	N	SR13	03	P	A	1.000000	\$35,112.00	1.000000	\$32,460.00	N
TAX105	BA	11/16/2015	00026280	Tax Clerk	N	SR12	03	P	A	1.000000	\$31,236.00	1.000000	\$31,236.00	N
TAX105	BA	8/16/2016	00118234	Office Assistant III	N	SR08	63	T	A	1.000000	\$28,872.00	1.000000	\$26,700.00	N
TAX105	BC	11/2/2015	00118239	Tax Clerk	N	SR12	03	T	A	1.000000	\$33,720.00	1.000000	\$31,236.00	N
TAX105	BC	11/2/2015	00040576	Tax Clerk	N	SR12	03	P	A	1.000000	\$46,188.00	1.000000	\$31,236.00	N
TAX105	BA	9/22/2015	00038688	Office Assistant III	N	SR08	63	P	A	1.000000	\$27,768.00	1.000000	\$26,700.00	N
TAX105	BA	4/12/2016	00038692	Office Assistant III	N	SR08	03	P	A	1.000000	\$27,768.00	1.000000	\$26,700.00	N
TAX105	BA	6/16/2016	00038688	Office Assistant III	N	SR08	03	P	A	1.000000	\$27,768.00	1.000000	\$26,700.00	N
TAX105	BA	10/1/2015	00118441	Office Assistant III	N	SR08	03	P	A	1.000000	\$27,768.00	1.000000	\$26,700.00	N
TAX105	BC	7/2/2016	00118244	Tax Clerk	N	SR12	63	T	A	1.000000	\$33,720.00	1.000000	\$31,236.00	Y
TAX105	BA	11/2/2015	00118444	Office Assistant III	N	SR08	03	P	A	1.000000	\$26,700.00	1.000000	\$26,700.00	N
TAX100	CH	5/2/2016	00027688	Tax Clerk	N	SR12	03	P	A	1.000000	\$33,720.00	1.000000	\$31,236.00	N
TAX105	BC	7/18/2016	00039130	Tax Clerk	N	SR12	03	P	A	1.000000	\$41,064.00	1.000000	\$32,460.00	N
TAX100	CO	3/1/2016	00001500	Tax Returns Examiner IV	N	SR20	04	P	A	1.000000	\$68,412.00	1.000000	\$42,684.00	N
TAX105	BC	9/1/2015	00001560	Tax Information Specialist I	N	SR12	03	P	A	1.000000	\$41,064.00	1.000000	\$31,236.00	N
TAX107	AC	7/16/2015	00120350	Information Technology Band A	N	SR18	13	P	A	1.000000	\$49,914.00	1.000000	\$42,168.00	N
TAX107	AC	8/17/2015	00120347	Information Technology Band A	N	SR18	13	P	A	1.000000	\$49,914.00	1.000000	\$40,548.00	N
TAX100	CO	9/1/2015	00015489	Tax Clerk	N	SR12	03	P	A	1.000000	\$31,236.00	1.000000	\$31,236.00	N
TAX107	AA	9/1/2015	00001508	Administrative Svcs Offcr I	N	EM05	35	P	A	1.000000	\$80,032.00	1.000000	\$77,616.00	N
TAX105	BA	11/16/2015	00001492	Office Assistant III	N	SR08	03	P	A	1.000000	\$27,768.00	1.000000	\$26,700.00	N

Department of Taxation
Positions Filled from July 1, 2015 to November 30, 2016

Table 13

TAX100	EH	10/17/2016	00001612	Office Assistant III	N	SR08	03	P	A	1.000000	\$26,700.00	1.000000	\$26,700.00	N
TAX105	BA	12/1/2015	00028861	Office Assistant III	N	SR08	03	P	A	1.000000	\$31,236.00	1.000000	\$26,700.00	N
TAX107	AA	12/7/2015	00118524	Human Resources Assistant IV	N	SR11	63	P	A	1.000000	\$29,988.00	1.000000	\$29,988.00	N
TAX105	BA	12/16/2015	00118236	Office Assistant III	N	SR08	03	T	A	1.000000	\$27,768.00	1.000000	\$26,700.00	N
TAX105	BC	11/16/2016	00121085	Tax Clerk	N	SR12	03	T	A	1.000000	\$31,236.00	1.000000	\$31,236.00	N
TAX100	EH	2/16/2016	00015252	Office Assistant IV	N	SR10	03	P	A	1.000000	\$28,872.00	1.000000	\$28,872.00	N
TAX105	BC	2/16/2016	00118244	Tax Clerk	N	SR12	03	T	A	1.000000	\$33,720.00	1.000000	\$31,236.00	N
TAX105	BC	3/1/2016	00001514	Office Assistant III	N	SR08	03	P	A	1.000000	\$27,768.00	1.000000	\$26,700.00	N
TAX100	CP	3/16/2016	00038685	Auditor III	N	SR20	13	P	A	1.000000	\$42,696.00	1.000000	\$45,348.00	N
TAX107	AA	11/1/2016	00110184	Management Analyst I	N	SR16	13	P	A	1.000000	\$61,062.00	1.000000	\$51,036.00	N
TAX107	AC	3/16/2016	00120344	Information Technology Band A	N	SR18	13	P	A	1.000000	\$49,914.00	1.000000	\$41,964.00	N
TAX107	AC	4/1/2016	00035768	Information Technology Band A	N	SR18	13	P	A	1.000000	\$68,364.00	1.000000	\$41,964.00	N
TAX105	BA	4/18/2016	00118230	Office Assistant III	N	SR08	03	T	A	1.000000	\$26,700.00	1.000000	\$26,700.00	N
TAX100	CP	10/4/2016	00001606	Auditor IV	N	SR24	63	P	A	1.000000	\$56,202.00	1.000000	\$55,236.00	N
TAX105	BB	5/2/2016	00001468	Account Clerk III	N	SR11	03	P	A	1.000000	\$31,236.00	1.000000	\$29,988.00	N
TAX100	CO	5/16/2016	00047875	Tax Returns Examiner II	N	SR15	63	P	A	1.000000	\$39,492.00	1.000000	\$35,112.00	Y
TAX107	AC	8/1/2016	00001502	Information Technology Band A	N	SR18	13	P	A	1.000000	\$60,780.00	1.000000	\$41,964.00	N
TAX107	AC	8/1/2016	00120349	Information Technology Band A	N	SR18	13	P	A	1.000000	\$46,140.00	1.000000	\$41,964.00	N
TAX100	CO	6/1/2016	00001535	Tax Returns Examiner I	N	SR13	03	P	A	1.000000	\$37,980.00	1.000000	\$32,460.00	N
TAX100	CO	6/1/2016	00121107	Tax Returns Examiner I	N	SR13	03	P	A	1.000000	\$35,112.00	1.000000	\$32,460.00	N
TAX100	CO	6/1/2016	00001521	Tax Returns Examiner I	N	SR13	03	P	A	1.000000	\$56,172.00	1.000000	\$32,460.00	N
TAX100	CO	6/1/2016	00003689	Tax Returns Examiner I	N	SR13	03	P	A	1.000000	\$35,112.00	1.000000	\$32,460.00	N
TAX105	BC	6/20/2016	00011502	Tax Clerk	N	SR12	03	P	A	1.000000	\$41,064.00	1.000000	\$31,236.00	N
TAX107	AA	11/15/2016	00121074	Management Analyst I	N	SR16	73	T	A	1.000000	\$34,363.00	1.000000	\$40,128.00	Y
TAX100	CM	9/29/2016	00038733	Secretary II	N	SR14	63	P	A	1.000000	\$35,112.00	1.000000	\$33,720.00	Y
TAX107	AD	9/16/2016	00120793	Research Statistician IV	N	SR22	13	P	A	1.000000	\$49,056.00	1.000000	\$49,056.00	N
TAX107	AA	8/1/2016	00111896	Information Technology Band A	N	SR18	13	P	A	1.000000	\$58,440.00	1.000000	\$41,964.00	N
TAX107	AC	11/1/2016	00120871	Information Technology Band B	N	SR22	73	P	A	1.000000	\$49,914.00	1.000000	\$49,056.00	Y
TAX100	CO	8/1/2016	00120780	Tax Returns Examiner I	N	SR13	03	P	A	1.000000	\$39,492.00	1.000000	\$32,460.00	N
TAX105	BC	8/16/2016	00043583	Tax Clerk	N	SR12	03	T	A	1.000000	\$36,468.00	1.000000	\$31,236.00	N
TAX100	CM	11/22/2016	00120659	Tax Clerk	N	SR12	63	P	A	1.000000	\$31,236.00	1.000000	\$31,236.00	Y
TAX107	AD	9/16/2016	00011442	Economist VI	N	SR26	13	P	A	1.000000	\$89,952.00	1.000000	\$59,736.00	N
TAX100	CO	10/3/2016	00119347	Spl Enfc Section Supervisor	Y	SRNA	93	T	B	1.000000	\$62,400.00	1.000000	\$90,000.00	N
TAX100	EH	10/17/2016	00001612	Office Assistant III	N	SR08	03	P	A	1.000000	\$26,700.00	1.000000	\$26,700.00	N
TAX105	BA	11/16/2016	00004177	Cashier II	N	SR12	03	P	A	1.000000	\$44,388.00	1.000000	\$31,236.00	N
TAX107	AA	11/14/2016	00121076	Management Analyst I	N	SR16	13	T	A	1.000000	\$34,363.00	1.000000	\$38,772.00	N

Positions Established by Acts other than the State Budget as of November 30, 2016

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date Established</u>	<u>Legal Authority</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>FTE</u>	<u>Annual Salary</u>	<u>Filled (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
TAX100	CP		NOINE											
TAX100	CP													
TAX100	CP													
TAX107	AA													
TAX107	AA													
TAX107	AA													
TAX107	AA													
TAX107	AA													
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TAX107	AA													
TAX107	AA													
TAX107	AA													
TAX107	AA													
TAX107	AA													
TAX107	AA													
TAX107	AA													
TAX107	AA													

Department of Taxation
Overtime Expenditure Summary

Table 15

Prog ID	Sub-Org	Program Title	MOF	FY16 (actual)			FY17 (estimated)			FY18 (budgeted)		
				Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
TAX100	CH	COMPLIANCE DIVISION - AUDIT BRANCH HAWAII	A	\$ 1,063,765	\$ 15,817	1.5%	\$ 1,315,744	\$ 27,802	2.1%	\$ 1,367,544	\$ -	0.0%
TAX100	CK	COMPLIANCE DIVISION - AUDIT BRANCH KAUAI	A	\$ 648,781	\$ 272	0.0%	\$ 858,972	\$ 6,264	0.7%	\$ 890,052	\$ -	0.0%
TAX100	CM	COMPLIANCE DIVISION - AUDIT BRANCH MAUI	A	\$ 935,682	\$ 44,911	4.8%	\$ 1,163,362	\$ 49,598	4.3%	\$ 1,204,802	\$ -	0.0%
TAX100	CO	COMPLIANCE DIVISION - OFFICE AUDIT	A	\$ 1,578,252	\$ 8,784	0.6%	\$ 1,808,307	\$ 16,103	0.9%	\$ 1,911,907	\$ -	0.0%
TAX100	CP	COMPLIANCE DIVISION - FIELD AUDIT	A	\$ 1,671,978	\$ 6,898	0.4%	\$ 2,351,951	\$ 1,324	0.1%	\$ 2,434,831	\$ -	0.0%
TAX100	EO	COMPLIANCE DIVISION - COLLECTIONS OAHU	A	\$ 1,817,972	\$ 108,803	6.0%	\$ 2,318,868	\$ 134,686	5.8%	\$ 2,401,748	\$ -	0.0%
TAX105	BA	DOCUMENT PROCESSING BRANCH	A	\$ 2,397,236	\$ 33,172	1.4%	\$ 3,223,339	\$ 70,096	2.2%	\$ 3,358,019	\$ -	0.0%
TAX105	BB	REVENUE ACCOUNTING BRANCH	A	\$ 221,149	\$ 3,719	1.7%	\$ 304,764	\$ 6,165	2.0%	\$ 325,484	\$ -	0.0%
TAX105	BC	TAXPAYER SERVICES BRANCH	A	\$ 2,063,254	\$ 101,640	4.9%	\$ 2,588,918	\$ 189,076	7.3%	\$ 2,682,158	\$ -	0.0%
TAX107	AA	OFFICE OF THE DIRECTOR & STAFF OFFICES	A	\$ 3,097,688	\$ 78,064	2.5%	\$ 3,499,749	\$ 119,367	3.4%	\$ 3,779,470	\$ -	0.0%
TAX107	AC	INFORMATION TECHNOLOGY SERVICES OFFICE	A	\$ 1,060,689	\$ 21,583	2.0%	\$ 2,511,788	\$ 23,691	0.9%	\$ 2,333,273	\$ -	0.0%
TAX107	AD	TAX RESEARCH & PLANNING OFFICE	A	\$ 337,433	\$ 472	0.1%	\$ 501,707	\$ -	0.0%	\$ 522,428	\$ -	0.0%
TAX107	AA	SPECIAL ENFORCEMENT SECTION	B	\$ 331,532	\$ -	0.0%	\$ 662,875	\$ -	0.0%	\$ 409,794	\$ -	0.0%

Department of Taxation
Active Contracts as of December 1, 2016

Table 16

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Term of Contract			Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
						Date Executed	From	To					
TAX 107	A	\$ 8,148	O	\$ 24,032.00	\$ 15,883.42	8/3/2016	8/3/2016	8/2/2017	Access Information Management	Shredding services for Oahu	Work order is matched up with invoice received.	N	S
TAX 107	A	\$ 66,707	M	\$ 87,632.16	\$ 20,924.71	4/11/2016	4/11/2016	4/10/2017	DR Fortress, LLC	Co-location data center space for disaster recovery for DoTax.	Verified with our IT section for services rendered.	N	S
TAX 107	A	\$ 27,888	O	\$ 320,501.97	\$ 292,613.99	7/1/2016	7/1/2016	6/30/2017	Hagadone Printing Company, Inc.	Printing and delivering of GE tax booklets and other printing services.	Verification with staff associated with tax forms.	N	G
TAX 107	A	\$ -	O	\$ 111,626.04	\$ 111,626.04	7/1/2016	7/1/2016	6/30/2017	Hagadone Printing Company, Inc.	Printing and delivering of net income tax packets.	Verification with staff associated with tax forms.	N	G
TAX 107	A	\$ 128,842	O	\$ 131,441.00	\$ 2,599.00	11/10/2013	11/10/2013	completion	Marr Jones & Wang	Legal representation to the State and DoTax in connection with employee grievances and appeals.	Verification through Director's office and AG for services rendered.	N	C
TAX 107	B	\$ 14,580	O	\$ 65,610.00	\$ 51,030.00	7/1/2016	7/1/2016	6/30/2017	Meyercord Revenue Inc.	To provide heat applied cigarette tax stamps.	The invoice is verified with our Taxpayer Services and Processing section.	N	G
TAX 107	A	\$ -	O	\$ 18,502.06	\$ 18,502.06	7/1/2016	7/1/2016	6/30/2017	Pacific Business Forms Inc.	Printing and distribution of Form 1099-G and 1099-INT	Verification with staff associated with tax forms.	N	G
TAX 107	A	\$ -	O	\$ 18,682.28	\$ 18,682.28	7/1/2016	7/1/2016	6/30/2017	Pacific Business Forms Inc.	Printing and delivery of Net Income Miscellaneous 2 and Estimated Income Tax Forms.	Verification with staff associated with tax forms.	N	G
TAX 100	A	\$ -	O	\$ 50,000.00	\$ 50,000.00	7/1/2016	7/1/2016	6/30/2017	Philip Johnson	Provides computer engineering subject matter expertise for audits and potential and actual litigation of Hawaii State tax matters.	The invoice is reviewed with our Field Audit section to verify that the work has been done.	N	S
TAX 100	A	\$ -	O	\$ 30,000.00	\$ 30,000.00	6/1/2016	6/1/2016	5/31/2017	Scott Quintin Turn	Agricultural engineering subject matter expertise for audits, and potential and actual litigation of Hawaii State tax matters.	The invoice is reviewed with our Field Audit section to verify that the work has been done.	N	S
TAX 100	A	\$ -	O	\$ 30,000.00	\$ 30,000.00	6/1/2016	6/1/2016	5/31/2017	Scott Quintin Turn	General engineering subject matter expertise for audits, and potential and actual litigation of Hawaii State tax matters.	The invoice is reviewed with our Field Audit section to verify that the work has been done.	N	S
TAX 107	A	\$ 214	O	\$ 970.83	\$ 756.95	8/3/2016	8/3/2016	8/2/2017	Shred-it USA	Shredding services for Hawaii.	Verified with the Hawaii Office for services rendered.	N	S
TAX 107	A	\$ -	O	\$ 718.75	\$ 718.75	11/21/2016	11/21/2016	11/20/2017	Shred-it USA	Shredding services for Kauai.	Verified with the Kauai Office for services rendered.	N	S
TAX 107	A	\$ -	O	\$ 1,086.45	\$ 1,086.45	9/9/2016	9/9/2016	9/8/2017	Shred-it USA	Shredding services for Maui.	Verified with the Maui Office for services rendered.	N	S
TAX 107	A	\$ -	O	CONTINGENCY FEE (7.49%)	CONTINGENCY	7/22/2016	7/22/2016	7/21/2017	Collecto Inc, dba EOS	Collection agency services for delinquent Hawaii State state taxes.	Verify with the Collections Section for services rendered.	N	S
CIP Funding													
TAX 107	B	\$ 100,000	O	\$ 1,431,000.00	\$ 1,331,000.00	3/21/2016	3/21/2016	3/20/2017	Advantech, LLC	Independent verification and validation of services and technology acquired to assist DoTax in its efforts to implement its Tax System Modernization Program (TSM).	Verified with our IT section for services rendered.	N	S

Department of Taxation
Active Contracts as of December 1, 2016

Table 16

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
TAX 107	B	\$ 14,566,399	O	\$ 30,000,000.00	\$ 15,433,661.00	7/15/2015	7/15/2015	7/14/2025	Fast Enterprises, LLC	Goods & services to implement an integrated tax system for DoTax.	Verified with our Tax System Modernization (TSM) team for services rendered.	N	S

Department of Taxation
Capital Improvements Program (CIP) Requests

Table 17

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept- Wide</u> <u>Priority</u>	<u>Senate</u> <u>District</u>	<u>Rep.</u> <u>District</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY18 \$\$\$</u>	<u>FY19 \$\$\$</u>
TAX 107	1	1	0	0	Tax System Modernization (TSM Construction Contract)	C	18,845,000	\$ -
TAX 107	2	2	0	0	Infrastructure and Equipment for the Safety and Security of Dotax	C	500,000	\$ -

Department of Taxation
CIP Lapses

Table 18

<u>Prog ID</u>	<u>Act/Year of Appropriation</u>	<u>Project Title</u>	<u>MOF</u>	<u>Lapse Amount \$\$\$\$</u>	<u>Reason</u>
		None			

Department of Taxation
Program ID Sub-Organizations

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
TAX100	CH	COMPLIANCE DIVISION - AUDIT BRANCH HAWAII	<p>Responsible for administrative matters of the Branch; performs personnel and fiscal activities and housekeeping functions of the Branch.</p> <p>Provides assistance, information, and services on all taxes administered by the Department to taxpayers who walk-in, call-in, or correspond.</p> <p>Conducts office and field examinations of all tax returns filed for general excise, income, miscellaneous, and transient accommodation taxes on the Neighbor Islands.</p> <p>Prepares tax assessments, following established rules.</p> <p>Conducts/enforces collection of delinquent taxes by appropriate collection procedures.</p> <p>Conducts office examinations of tax returns filed for general excise, income, miscellaneous, and transient accommodations taxes. Prepares tax assessments, following established rules.</p> <p>Represents the Department in appeals to the Board of Review for their respective districts. Provides administrative/clerical assistance to the Board of Review.</p>

Department of Taxation
Program ID Sub-Organizations

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
TAX100	CK	COMPLIANCE DIVISION - AUDIT BRANCH KAUAI	<p>Responsible for administrative matters of the Branch; performs personnel and fiscal activities and housekeeping functions of the Branch.</p> <p>Provides assistance, information, and services on all taxes administered by the Department to taxpayers who walk-in, call-in, or correspond.</p> <p>Conducts office and field examinations of all tax returns filed for general excise, income, miscellaneous, and transient accommodation taxes on the Neighbor Islands.</p> <p>Prepares tax assessments, following established rules.</p> <p>Conducts/enforces collection of delinquent taxes by appropriate collection procedures.</p> <p>Conducts office examinations of tax returns filed for general excise, income, miscellaneous, and transient accommodations taxes. Prepares tax assessments, following established rules.</p> <p>Represents the Department in appeals to the Board of Review for their respective districts. Provides administrative/clerical assistance to the Board of Review.</p>

Department of Taxation
Program ID Sub-Organizations

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
TAX100	CM	COMPLIANCE DIVISION - AUDIT BRANCH MAUI	<p>Responsible for administrative matters of the Branch; performs personnel and fiscal activities and housekeeping functions of the Branch.</p> <p>Provides assistance, information, and services on all taxes administered by the Department to taxpayers who walk-in, call-in, or correspond.</p> <p>Conducts office and field examinations of all tax returns filed for general excise, income, miscellaneous, and transient accommodation taxes on the Neighbor Islands. Prepares tax assessments, following established rules.</p> <p>Conducts/enforces collection of delinquent taxes by appropriate collection procedures.</p> <p>Conducts office examinations of tax returns filed for general excise, income, miscellaneous, and transient accommodations taxes. Prepares tax assessments, following established rules.</p> <p>Represents the Department in appeals to the Board of Review for their respective districts. Provides administrative/clerical assistance to the Board of Review.</p>
TAX100	CO	OAHU OFFICE AUDIT BRANCH	<p>Conducts office examinations of all tax returns filed for general excise, income, miscellaneous, and transient accommodation taxes on Oahu.</p> <p>Represents the Department in appeals to the Board of Review for cases originating or transferred to the Oahu District. Disseminates information through audit contact or taxpayer inquiry about the proper reporting methods or Departmental positions on tax and related matters.</p> <p>Reviews for approval/disapproval request for waiver for the withholding of income tax on the disposition of Hawaii real property by non-resident.</p>

Department of Taxation
Program ID Sub-Organizations

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
TAX100	CP	OAHU FIELD AUDIT BRANCH	<p>Conducts field examinations of all types of tax returns and supporting records of larger taxpayers involving complex records and transactions.</p> <p>Represents the Department in appeals to the Board of Review for cases originating or transferred to the Oahu District.</p> <p>Disseminates information through audit contact or taxpayer inquiry about the proper reporting methods or Departmental positions on tax and related matters.</p> <p>Responsible for administrative matters of the Branch; performs personnel and fiscal activities and housekeeping functions for the Branch.</p>
TAX100	EO	OAHU COLLECTION BRANCH	<p>Conducts/enforces collection of delinquent taxes by appropriate collection procedures; secures non-filed returns from taxpayers; and conducts investigations to determine compliance with state tax laws.</p> <p>Develops policies and procedures, renders guidelines and recommendations and provides coordination and assistance in enforcement activities; participates in resolving complex enforcement cases; and recommends goals and objective; and reviews objectives and accomplishments with operating personnel.</p>
TAX105	BA	DOCUMENT PROCESSING BRANCH	<p>Plans, directs and coordinates a comprehensive, centralized system of receiving and processing of tax information and payments (paper documents or electronic data) for the Department of Taxation. Establishes initial control over monies and documents and provides for a system for the rapid update of taxpayer accounts.</p> <p>Provides for a centralized statewide filing system for paper tax returns. Coordinates and oversees electronic processing activities, updates, testing, and new initiatives.</p> <p>Provides support for ongoing ELF/JELF/EFT development and changes, and support for growth of DOTAX electronic processing capabilities.</p>

Department of Taxation
Program ID Sub-Organizations

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
TAX105	BB	REVENUE ACCOUNTING BRANCH	Responsible for the maintenance of the revenue control and subsidiary ledgers, the control and accounting for all refunds, regardless of tax type, which are created by either overpayment or adjustment, the maintenance of the accounting system for protested payments and tax appeals, the preparation of the statement of tax operations and related reports, and processing and accounting activities statewide of all Miscellaneous taxes (except Estate & Transfer tax).
TAX105	BC	TAXPAYER SERVICES BRANCH	Provides centralized services on all taxes, licenses, and permits administered by the department to all customers who walk-in, call-in, correspond, or E-mail. Also provides computer-based error correction activities in order to post returns to system.
TAX107	AA	OFFICE OF THE DIRECTOR	Under general direction of the Governor of the State of Hawaii, plans, directs and coordinates the various activities of the department within the scope of laws and established policies and regulations.
TAX107	AA	RULES OFFICE	Serves as a resource for complex policy recommendations and complex taxpayer support.
TAX107	AA	SYSTEM ADMINISTRATION OFFICE	Acts as a liaison between the business operations users and the technical support areas; provides support for ongoing system changes that are application parameter-table controlled; facilitates the prioritization process for logged change requests or problems, and system enhancements.
TAX107	AA	ADMINISTRATIVE SERVICES OFFICE	Provides general internal fiscal and personnel management assistance to the Director in exercising responsibilities as executive of the department. Advises and provides staff services in the area of program budgeting and planning, management of available resources and facilities management.
TAX107	AC	INFORMATION TECHNOLOGY SERVICES OFFICE	Advises the Director on all matters pertaining to computerization and automation, formulating associated policies and procedures. To enhance the Department of Taxation's program effectiveness and efficiency by automating major program functions deemed feasible.

Department of Taxation
Program ID Sub-Organizations

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
TAX107	AD	TAX RESEARCH & PLANNING OFFICE	Plans, organizes, directs and coordinates a tax research and tax planning program for the department. Provides the department with statistical information and projections as to tax yields, tax impacts, and economic conditions affecting taxes.

Department of Taxation
Organization Changes

Table 20

<u>Year of Change</u> FY18/FY19	<u>Description of Change</u>
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None