

DISCLOSURE OFFICER

NATURE OF WORK IN THIS CLASS:

Manages the Disclosure of Information and Safeguard programs and policies of the Department of Revenue and Taxation.

Employee serves as the primary contact for tax information exchanges with Federal and Local governments. Employee is responsible for oversight of, and adherence to, the exchange provisions of the Basic and Implementing Agreements with one or more local agencies regarding income tax matters.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Develops, disseminates, and administers specific local programs, practices, and procedures in accordance with regulatory, national, and area guidelines.

Establishes policies and procedures as set forth in Publication 1075, Safeguards for Protecting Federal Tax Returns and Return information.

Reviews and approves the release and non-release of extremely sensitive and classified tax information exchange of the Department of Revenue and Taxation.

Provides technical guidance and direction to internal and external customers on Disclosure/Privacy matters.

Coordinates the release and non-release of information requests in compliance with the Freedom of Information Act (FOIA), the Sunshine Act (SA), and the Privacy Act (PA) of 1974.

Reviews and researches requests for selected assignments under Internal Revenue Code (IRC) Section 6103; analyzes and prepares appropriate correspondence.

Coordinates the exchange of federal tax and other official information between the IRS, the public and authorized representatives of the state taxing agencies, other federal agencies, local government and U.S. Attorneys to ensure timely response with appropriate delegated signatures for review.

Conducts internal inspections to ensure that the department is in compliance with Publication 1075 regarding safeguarding Federal Tax Information (FTI).

Coordinates demands for testimony and/or production of records from private and government attorneys. Accompanies and/or provides disclosure advice to employees and counsel during testimony appearances; Secures appropriate clearance from legal counsel.

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Serves as a liaison during the Safeguard review of the department; Schedules and coordinates employees for interviews and walk through with the IRS Disclosure Specialist; Prepares response for the Director's approval to the recommendations provided after the review. Ensures the IRS recommendations are implemented.

Provides information to Operating/Functional Division regarding disclosure of information under the Disclosure/Privacy statutes.

Conducts annual Disclosure Awareness training related to the Freedom of Information Act (FOIA), Sunshine Act (SA), Privacy Act (PA), IRC Section 6103, Guam Code Annotated Section 26120 and other Disclosure/Privacy statutes.

Prepares and submits electronic reports to the IRS Disclosure Office in a timely manner as required by IRS Pub 1075.

Performs functional and/or quality reviews in other Functional or Operating Divisions in order to determine compliance with Disclosure/Privacy Regulations. Provide necessary report of findings and recommendation for appropriate management official.

Develops, reviews, assess, and approves negotiated agreements, MOU's, and electronic data exchanges to ensure disclosure policy and procedures are followed by all parties.

Administers the departments Oath procedures to all incoming employees and temporary staffs; responsible to keep a database of employees who have taken the oath as well as responsible for updating these oaths and records on an annual basis.

Analyzes, prepares and responds to requests and all FOIA/SA/PA requests; gathers prepares and responds to all Ex Parte court orders.

Assists Federal and Local Law Enforcement with the department's public records and maintains confidentiality to protect their ongoing investigation; Reviews private contractors and federal and local agencies receiving tax information.

Researches and analyzes AS400 system and other branches in response to casework; Document case files as the actions occur.

Performs related duties as required.

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MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of disclosure legislation, such as the Freedom of Information Act (FOIA), Internal Revenue Code Section 6103, Sunshine Act (SA), Guam Code Annotated (GCA) Section 26120, the Privacy Act, and the policies and procedures there under, and their application to DRT/IRS records, information and operations.

Knowledge in applying analytical techniques used to resolve recurring technical problems and issues where Disclosure/Privacy statutes and guidelines must be interpreted in comparable Disclosure/Privacy matters.

Knowledge of oral and written communication techniques to document actions taken on case files and to meet and deal with taxpayers and other internal and external customers.

Knowledge of the disclosure programs, its purpose, the availability and use as needed to perform research and functional reviews.

Knowledge of Internal Revenue Code, IRMs, GCA and other laws and guidelines, and their application to the Department's records, information, and operations as they relate to the administration of tax laws.

Ability to apply analytical techniques to resolve recurring technical problems and issues where Disclosure/Privacy statutes and guidelines must be interpreted in comparable to Disclosure/Privacy matters.

Ability to interpret and apply pertinent disclosure laws, rules, regulations, court decisions and other technical guidelines.

Ability to make work decisions in accordance with program guidelines.

Ability to maintain confidential information.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operations of a motor vehicle.

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MINIMUM EXPERIENCE AND TRAINING:

- A.) Four years of experience as a Disclosure Officer, Revenue Agent IV, Tax Investigator II or equivalent work, and graduation from a recognized college or university with a Bachelor's Degree in accounting, business administration or related field.
- B.) Any equivalent combination of experience and training beyond the Bachelor's Degree which provides the minimum knowledge, abilities and skills.

ESTABLISHED: **APRIL 2013**

PAY GRADE: **P**

HAY EVALUATION:	KNOW-HOW:	E II 2	304
	PROBLEM SOLVING:	E 3 38%	115
	ACCOUNTABILITY:	E 3 C	<u>152</u>
	TOTAL POINTS:		571

Benita Manglona

BENITA A. MANGLONA, Director
Department of Administration

Eddie Baza Calvo

EDDIE BAZA CALVO
Governor of Guam

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