

Government and Public Administration

Pathway: Revenue and Taxation

Code	Topic	Course	Knowledge and Skill	Performance Element	Measurement Criteria
GVPE01.01	Revenue Compliance Investigation	#7: Revenue Compliance	Interpret laws, apply investigative principles, and follow agency procedures to examine evidence and accomplish revenue compliance.	Apply investigative skills to examine revenue compliance.	Plan, organize, and conduct interviews and investigations.
					Recognize, explore, and exploit leads.
					Distinguish between relevant and irrelevant evidence and information.
					Accurately state and organize facts objectively, logically, and concisely.
					Discover and recognize evidence of crimes and violations.
				Utilize specialized investigative techniques, devices, and equipment to enhance investigation.	Examine business, commercial, industrial, and agency records.
					Recognize, collect, and preserve evidence.
					Maintain surveillance.
					Observe and record facts about persons, objects, and events.
				Utilize laws and legal interpretations to support search, seizure, and enforcement.	Use subpoenas, weapons, and other ethically and legally acceptable means for compelling cooperation.
					Respect prohibited matters and follow guides concerning invasion of privacy.
					Observe rules of evidence.

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GVPE02.01	Analysis and Communication	#8: Analysis and Communication	Acquire, analyze, and disseminate information to facilitate clear and positive communication with taxpayers.	Document and report findings to promote factual understanding and minimize public controversy.	Identify accounting problems.
					Analyze cost of deviation from standards.
					Coordinate work with others performing similar tasks.
					Prepare public information to minimize controversy.
					Coordinate technical support by subject-matter experts.
					Resolve problems related to assignment of information-gathering responsibilities.
					Organize information obtained.
				Disseminate information to ensure all stakeholders have equal opportunity to be informed.	Understand role and authority of each party.
					Direct flow of information by appropriate means.
					Structure and conduct interviews.
					Coordinate meetings.
					Acquaint interested parties with available services.
					Provide authoritative advice to appropriate parties.

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GVPE03.01	Problem Solving	#9: Data Analysis Systems	Design, develop, operate, and inspect data analysis systems and procedures to discover revenue-related financial problems.	Apply accepted principles of accounting, auditing, finance, and law to resolve tax cases.	Collect, analyze, and interpret accounting data.
				Correct noncompliant financial practices and provide means of client restitution for previous non-compliance.	Use data to identify matters to be resolved. Recognize noncompliant practices. Recommend application of administrative and judicial remedies. Negotiate resolution of issues. Oversee collection activities. Produce reports to provide basis for handling similar cases or audits.

Additional Recommended CTE/Degree
Major Course:
#5: Principles of Accounting
#10: Tax Law and Ethics