

CERTIFICATION OF CAREER DEVELOPMENT FOR  
COMMISSIONERS OF THE REVENUE

\_\_\_\_\_  
Commissioner of the Revenue

\_\_\_\_\_  
Locality

I hereby certify that I have met or exceeded the following criteria (*initial each item below*):

- I have achieved certification from the Weldon Cooper Center for Public Service at the University of Virginia.
- The population of my locality is \_\_\_\_\_. I certify that the following employees are participating and enrolled in the Master Deputy Commissioner of the Revenue program administered by the Weldon Cooper Center for Public Service.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I certify that 100% of all written appeals of assessment for BPOL received by my office in the past twelve months were issued a Final Determination within 90 days from the date of receipt of all requested information from the Attorney General, Department of Taxation, and client.
- I certify that 100% of all written appeals of assessment of Tangible Personal Property and other Local Option Tax assessments received by my office in the past twelve months were issued a Final Determination within 90 days from the date of receipt of all requested information.
- I certify that I have established and implemented, and that I maintain, a professional, uniform and equitable assessment policy in accordance with the guidelines provided in the COR CDP.
- I certify that I have established and implemented, and that I maintain, an objective and systematic process of discovering, accumulating and evaluating financial records and other evidence in order to determine conformity of ad valorem and excise tax filings with the applicable state and local tax laws.
- I certify that I have a written Confidentiality Policy, and that I have established a process for investigating employee breaches of confidentiality.
- I certify that I have a written Customer Service Policy.
- I certify adherence to, and practice of, the Code of Ethics and Standards of Professional Conduct of the IAAO.

- I certify that I have implemented a written procedure for handling Freedom of Information requests.
- I certify that I have implemented a process of discovering and applying uniform practices for the filing, abatement and appeals of all Local Option Taxes that are assessed by my locality.
- I certify that my personal property book was presented to the Treasurer of my locality listing all accounts that were established by September 1 of this year or within 90 days from the date the rate of tax on personal property was determined. (Note: If the Department of Taxation extended the time of delivery for such books, please attach correspondence providing verification for the extension.)
- I certify that I have developed and implemented written policies consistent with state and federal law addressing leave and attendance, equal opportunity, sexual harassment, recruitment and selection and employee disciplinary procedures or adopted local government policies that meet the same standard.
- I certify that I have implemented the minimum **basic** technological methods and procedures required to perform the duties of the Commissioner of the Revenue. I further certify that I have a written plan in place to outline implementation of the **optional** criteria.
- I certify that I have adopted the Compensation Board’s minimum criteria for employee evaluation plans, delegation of classification authority, and Deputy Commissioner of the Revenue Career Development Plans.
- I certify that I meet the minimum criteria for COR CDP as established herein. I certify that I provide the following additional services:

— I certify that 100% of all written appeals of assessment for Real Estate received by my office in the past twelve months were issued a Final Determination within 90 days from the date of receipt of the appeal.

— I certify that I have accomplished the following with respect to the processing of State Income Tax returns:

- Maintain access to the Department of Taxation State Tax Accounting & Reporting System (STARS).
- Process State Income Tax Returns and Estimated Income Tax payments as required per Department of Taxation Procedures Pamphlet.
- Met the Disclosure, Security and Confidentiality requirements as imposed by the Department of Taxation.

I agree to provide such documentation as necessary to substantiate this certification upon request of the Compensation Board, my governing body, the CORVa Certification Oversight Committee or any individual or organization covered under the Virginia Freedom of Information Act. I have provided a copy of this certification to my governing body.

\_\_\_\_\_  
Signature of Commissioner of the Revenue

\_\_\_\_\_  
Date