Job Evaluation Report

City Service Commission Meeting: March 9, 2021

Assessor's Office

Current	Requested
Property Assessment Technician PR 3IN ($43,298- $51,734) (One Position)	Property Listing Technician PR 3IN ($43,298- $51,734) (One Position)
One New Position	Property Assessment Technician II PR 3GN ($40,516- $48,248) (One Position) Property Assessment Technician I PR 3FN ($38,508 - $47,171) (Underfill Title)

Note: Residents receive a rate that is 3% higher.

The Assessor's Office has made two job study requests. The first request is to retitle one current position of Property Assessment Technician in Pay Range 3IN ($43,298 - $51,734). The second is to classify one new position as Property Assessment Technician II in Pay Range 3GN ($40,516- $48,248) along with an underfill title of Property Assessment Technician I in Pay Range 3FN ($38,508 - $47,171). The one new position that is recommended to become Property Assessment Technician II is the result of repurposing one vacant position of Senior Property Appraiser in Pay Range 2HN ($54,865 - $76,806) with footnoted rates of $63,575 – $80,544. Job descriptions were provided and discussions were held with Steven Miner, Commissioner of Assessments; Alice Hagen, Business Systems Administrator; and Emmeline Maldonado, Administrative Services Supervisor.

Current	Property Assessment Technician	PR 3IN ($43,298- $51,734)	One Position
Recommended	Property Listing Technician	PR 3IN ($43,298- $51,734)	One Position

The Property Assessment Technician is a Real Property Lister responsible for maintaining property ownership and legal description records with the Assessor's CAMA (Computer Assisted Mass Appraisal) system. Duties and responsibilities include the following.

40%   Identify documents that trigger changes in property boundaries and/or legal descriptions, and determine when such changes should be recorded in the assessment roll.

40%   Manage property records in the Assessors CAMA system by updating/dropping/adding new records to the assessment roll to reflect changes in property boundaries and/or legal descriptions; assign new tax keys and write legal descriptions for affected properties; and maintain records of new subdivisions, certified survey maps, and condominiums.

5%   Verify property descriptions on real estate transfer returns and deeds through various legal sources and/or GIS software/web maps.

5%   Meet the public and employees of government agencies on matters involving discrepancies in property descriptions and other related problems concerning real property.

5%   Coordinate property data with city staff in other departments and participate in intra/inter departmental meetings.

5%   Provide backup assistance to Office Assistant III team with front desk and phone duties during times of high demand; assist appraisal staff with desktop review; and perform other duties as assigned.

Minimum requirements include two years of experience working with real estate title work and/or land descriptions, as a lister or abstractor, or performing duties closely related to the essential functions above. An associate's or bachelor's degree in real estate or related field is desired. Equivalent combinations of education and experience may be considered.

The Assessor's Office has requested a title change for this position that will more accurately describe the duties and responsibilities. As this position works primarily with listing and maintaining records of real property, rather than property assessment, we agree with the requested title of Property Listing Technician.

We therefore recommend changing the tile of one position of Property Assessment Technician in Pay Range 3IN ($43,298- $51,734) to Property Listing Technician in Pay Range 3IN ($43,298- $51,734).

Current	New Position		One Position
Recommended	Property Assessment Technician II	PR 3GN ($40,516- $48,248)	One Position
	Property Assessment Technician I	PR 3FN ($38,508 - $47,171)	Underfill Title

This position will perform technical work that includes providing field and office support services to property appraisal and assessment staff members; reviewing property data and performing measurements in the field to ensure coded property characteristics are accurate; and maintaining property records and providing assistance to Property Appraisers as required. Duties and responsibilities include the following.

35%   Review new permits, property sketches, and property photos to identify changes or conditions that trigger changes in property values or property descriptions; and update computer records as needed.

20%   Manage and cleanse property data in Assessor's CAMA system by updating and creating records to reflect current status, recent changes, or corrections.

10%   Flag parcels with CAMA system so appraisers know which properties require attention.

10%   Inspect properties to gather data needed to correct data for valuation.

10%   Convert hand-drawn sketches to digital sketches of properties within the Assessor's CAMA system.

5%   Prepare and maintain computer generated word processing forms, spreadsheets and associated data using appropriate software.

5%   Assist appraisers with preparing mailings for sales and interior inspections.

5%   Perform other duties as assigned.

Minimum requirements for the Property Assessment Technician II level include two years of experience working with real estate title work and/or land descriptions, as a lister or abstractor, or performing duties closely related to the essential functions above. An associate's or bachelor's degree in real estate or related field is desired. Equivalent combinations of education and experience may be considered. The requirements for the underfill Property Assessment Technician I level are similar but two years of experience is not required. The requirements for these positions have not yet been assessed by the Staffing Division for hiring purposes.

This position has been created to provide assistance to Property Appraisers and help reduce the backlog of cases within the department. By having this position perform the more technical work of permits, sales, data entry and updates, the Property Appraisers will have more time to perform the higher-level skilled appraisal work. The Department wishes to have a I and II level to allow hiring based on the amount of experience and to provide a structure for career advancement to Property Assessment Technician II or Property Appraiser based on an employee's increased level of skill and independence of action. To reflect the nature of the work performed we recommend the requested titles of Property Assessment Technician I and II.

The Department considers the technical position recommended to be a Property Listing Assistant in Pay Range 3IN ($43,298- $51,734) at a higher level than this new position as it is a Real Property Lister and works more independently. Comparisons were also made to other city positions.

The classification of Information Technology Specialist in Pay Range 3GN ($40,516- $48,248) provides first line support of enterprise system applications including problem solving, system documentation creation and revision, and project plan updates, changes and distribution. This position requires a related two-year degree, IT technical certificates, or related course work and knowledge and experience in using office automation tools.

The classification of Helpdesk Specialist I in Pay Range 3FN ($38,508 - $47,171) with a recruitment rate of $41,487, is the entry level of a two level job series. This position, under the direction of the Information Services Manager, records and resolves all information technology issues reported by departmental uses and provides first line technical support to Police Department computer system users. Requirements include an associate's degree in computer science or related field and equivalent combinations of education and experience may be considered.

These classifications also provide assistance to other staff, work with a computer system and have similar requirements.

To provide a pay structure within the technical pay ranges we recommend the following.

Title	Pay Range	Rates of Pay
Property Listing Technician	3IN	($43,298- $51,734)
Property Assessment Technician II	3GN	($40,516- $48,248)
Property Assessment Technician I	3FN	($38,508 - $47,171)

Note: Residents receive a rate that is 3% higher.

We therefore recommend one new position be classified as Property Assessment Technician II in Pay Range 3GN ($40,516 - $48,248) with an underfill classification of Property Assessment Technician I in Pay Range 3FN ($38,508 - $47,171).

Actions Required – Effective Pay Period 9, 2021 (April 18, 2021)

In the Salary Ordinance,
        Under Pay Range 3FN
              Add the title "Property Assessment Technician I"
        Under Pay Range 3GN
              Add the title "Property Assessment Technician II"
        Under Pay Range 3IN
              Delete the title "Property Assessment Technician"
              Add the title "Property Listing Technician"

In the Positions Ordinance,
        Under the Assessor's Office, Systems and Administration Division,
              Delete one position of "Property Assessment Technician"

Add one position of "Property Listing Technician"
Add one position of "Property Assessment Technician II"

Under the Assessment Division, Real Property,
Delete one positions "Senior Property Appraiser 4 (A)"

Prepared By: _Sarah Trotter_____
                                Sarah Trotter, Human Resources Representative

Prepared/Reviewed By: _Andrea Knickerbocker_____
                                Andrea Knickerbocker, Human Resources Manager

Reviewed by: _____
                                Makda Fessahaye, Employee Relations Director