



Assessor's Office

Cavalier Johnson
Mayor

Nicole F. Larsen
Commissioner of Assessments

Billy J. Bowers
Chief Assessor

June 16, 2025

Civil Service Commission
City Hall, Room 706
200 E Wells ST
Milwaukee WI 53202

RE: To re-exempt the position of Chief Assessor- 1PX

To whom it may concern,

The Assessor's office is requesting the approval to re-exempt the position of Chief Assessor. The Chief Assessor's current incumbent is Billy J. Bowers, who has notified our department and the Mayor's Office of his retirement, effective July 11, 2025. This vacancy may be filled by an internal or external recruitment.

The Chief Assessor is responsible for assisting the Commissioner of Assessments with the administration of the duties necessary for the successful operation of an assessment office. They assume direct administrative charge of all facets of the entire assessment program. This position is the Deputy Commissioner and acts in capacity of the Commissioner when the Commissioner of Assessments is unavailable.

The Chief Assessor reviews and makes determinations regarding property tax exemption statuses, supervises the appeal process for the office and works with the Assessment Appeals Director and staff to draft reports and present testimony, and keeps abreast of law changes that affect assessments and will testify on behalf of the City in assessment related matters that affect the City. We are therefore requesting that this position be re-exempted; comparable to similar classifications in other City Departments.

Your favorable consideration of this request is greatly appreciated.

Sincerely,

Nicole F. Larsen
Commissioner of Assessments

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 6/26/2025		2. Present Incumbent:		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Assessor's Office			Bureau: Division: Assessment		Unit: Section:
6. Work Location: 230 01			Telephone: Email:		Work Schedule: Hours: 40 / Days: 5
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?			9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10.	Official Title: Chief Assessor			Pay Range	Job Code
	Underfill Title (if applicable):			1PX	5539
	Requested Title (if applicable):				
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Assist the Commissioner of Assessments with the administration of the duties necessary for the successful operation of the assessment office. Assume direct administrative charge of all facets of the entire assessment program. Act as Deputy Commissioner and act in the capacity of Commissioner when the Commissioner of Assessments is unavailable.

12. DESCRIPTION OF JOB (Check if description applies to Official Title or Underfill Title A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
25	• Review and make determinations regarding property tax exemption statuses, tax exemption requests (applications), reports (biennial form), and Low-income housing (POCO) exemption forms in accordance with state and local administrative procedures. Advise administrative staff on processing all exemption related forms. Oversight and administration of City's PILOT/ Fair Share program.
25	• Supervise the appeal process for the office and work with the Assessment Appeals Director and staff to draft reports and present testimony. Supervise testimony at the Board of Review on complex property appraisals. Confer with and coordinate circuit court appeals with the City Attorney.
25	• Initiate, plan, and implement assessment programs with the approval of the City Assessor. Manage the assessment function so that the appraisers employ a uniform and effective approach, maximizing productivity without sacrificing quality. Investigate new methods of valuation and assessment. Keep abreast of law changes that affect assessments and testify on behalf of the City in assessment related matters that affect the City. Implement policies to address law changes.
5	• Assist and advise Commissioner of Assessments in the formulation of policy for the immediate and long-term objectives of the office. Assist in planning the programs necessary to fulfill those objectives, and for the budget required to fulfill them

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> • Represent the Commissioner of Assessments at City Service Commission hearings, Cabinet Meetings, Common Council Committee hearings, etc., as needed
5	<ul style="list-style-type: none"> • Confer with property owners and/or their agents on complex appraisal or assessment issues. Consult with the other city departments to share appraisal and market data. Work with Department of Revenue on assessment related policy and technical issues.
5	<ul style="list-style-type: none"> • Participate in the interview process of appraisal staff at all levels.
5	<ul style="list-style-type: none"> • Other duties as assigned

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Nicole Larsen, Commissioner of Assessments

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position’s supervisor.)

The Chief Assessor works under the general direction of the Commissioner of Assessments, who provides overall objectives, priorities, and guidance on complex matters. Day-to-day activities are carried out with a high degree of independence, and the position is expected to exercise sound judgment, initiative, and discretion in carrying out responsibilities. Performance is reviewed primarily for alignment with departmental goals, effectiveness of outcomes, and adherence to policy.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **42**.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such

Number Supervised	Job Title	Extent of Supervision Exercised <i>(Select those that apply from list above, a - h)</i>
1	Assessment Appeals Director	A-H
1	Assessment Operations Director	A-H

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

- Degree from a recognized college or university with emphasis in Law, Engineering, Real Estate, or Business Administration or related courses is required.
- Professional experience in real estate, business, or real estate law.
- Experience in developing and implementing processes.
- Extensive knowledge of assessment laws and procedures.
- Ability to write well and speak well and to meet with the public successfully.
- High degree of competence in understanding the valuation of all forms of assessable property and the exemption of property for property tax purposes.

ii. Knowledge, Skills and Abilities:

- Knowledge of Wis. Stats. Chapters 70 and 74 and the Wisconsin Property Assessment Manual

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- Uniform Standards of Professional Appraisal Practice and appraisal-related treatises and ability to interpret those in administration of the assessment and appeal functions for the City.
- Ability to manage and direct processes and best practices enabling a fair, uniform and successful assessment system
- Ability to direct and manage teams to fulfill the objectives of the office maximizing productivity and quality.
- High level of integrity and commitment to follow the state and city requirements

iii. Certifications, Licenses, Registrations:

- Assessor II Certification from the Wisconsin Department of Revenue at time of application and throughout employment
- Assessor III Certification from the Wisconsin Department of Revenue at time of application and throughout employment

iv. Other Requirements:

- State of Wisconsin Driver's License

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 5%**

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

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K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (<i>please list</i>):	
<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (<i>please list</i>):	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. I believe that the statements made above in describing this job are complete and accurate.



6/30/25

Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole Fleck
Labor Negotiator

TO: The Honorable
The Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: July 1, 2025

RE: Request from the Assessor's Office to **re-exempt** the position of Chief Assessor

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Chief Assessor	1	1PX (\$125,201-\$175,275)

Please find attached a request from Commissioner of Assessments Nicole Larsen to **re-exempt** the position of Chief Assessor, as well as a job description for the position.

The Chief Assessor serves in a deputy department head role, assuming direct administrative charge of all facets of the assessment program. The Chief Assessor represents the Commissioner of Assessments before boards and commissions, including before Common Council committees, and testifies on behalf of the City in assessment-related matters. Additionally, the Chief Assessor provides policy advice and direction to both the Commissioner and elected officials, confers with the City Attorney's Office relative to legal strategy and deals with confidential information. Based upon these job functions, it is imperative that this individual understands and implements the policy directives of the Commissioner. Accordingly, I recommend that the request to re-exempt the position of Chief Assessor be granted.

Please contact me at 414.286.8643 should you have any questions regarding this request.