



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Makda Fessahaye**  
Director

**Renee Joos**  
Employee Benefits  
Director

**Nicole M. Fleck**  
Labor Negotiator

**TO:** The Honorable  
The Board of City Civil Service Commissioners

**FROM:** Kristin Hennessy Urban  
Human Resources Manager

**DATE:** January 7, 2022

**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                     | 1LX (\$93,232-\$130,521) |

Please find attached a request from Commissioner of Assessments Steve Minor to **re-exempt** the position of Chief Assessor, as well as a job description for the position. Of note, the Commission re-exempted this position at the January 11, 2022 meeting. The current incumbent has been nominated by Mayor Johnson as the Commissioner of Assessments; if successfully appointed, she would take the oath of office on March 1, 2022. To ensure continuity of services, particularly since this position was originally vacated by the long-term incumbent in September of 2021, the current and proposed commissioners wish to recruit for this position now so that the incumbent can be appointed shortly following the confirmation of the new commissioner.

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. 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.

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.



**Steven A. Miner**  
Assessment Commissioner

**ASSESSOR'S OFFICE**

January 18<sup>th</sup>, 2022

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

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

To whom it may concern,

The Assessor's office is requesting the approval to re-exempt the position of Chief Assessor. The Chief Assessor was recently filled with Nicole Larsen as the incumbent. This was planned to be only a temporary fulfillment for training purposes since I will retire and my last day will be February 4, 2022. Nicole Larsen will become the new Commissioner of Assessments and will go before the Judicial & Legislation Committee on Feb 21<sup>st</sup>, 2022, with final approval by the Common Council on March 1<sup>st</sup>, 2022. After Nicole Larsen makes the change to Commissioner, the Chief Assessor vacancy will be filled through the recruitment process.

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,

Steven A. Miner  
Commissioner of Assessments

Room 507, City Hall, 200 East Wells Street, Milwaukee, Wisconsin 53202  
[www.milwaukee.gov/assessor](http://www.milwaukee.gov/assessor)  
Phone: (414) 286-3651

Member International Association of Assessing Officers and the National Tax Association





## JOB DESCRIPTION

|                         |                |                    |          |
|-------------------------|----------------|--------------------|----------|
| <b>Job Title:</b>       | Chief Assessor | <b>Department:</b> | Assessor |
| <b>Division:</b>        | -              | <b>Section:</b>    | -        |
| <b>Pay Range:</b>       | 1LX            | <b>Job Code:</b>   | 5539     |
| <b>Position Number:</b> | 00000477       | <b>EEO Code:</b>   |          |

### BASIC FUNCTION

Assist the Commissioner of Assessments with the administration of the duties necessary for the successful operation of an 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.

### DESCRIPTION OF JOB

| % of time | Essential Functions   |
|-----------|---|
| 35        | <ul style="list-style-type: none"><li>Review and make determinations regarding property tax exemption statuses, tax exemption requests (applications), reports (biennial form), and Low-income housing (POCO) exemption forms. Advise administrative staff on processing all exemption related forms.</li></ul>   |
| 20        | <ul style="list-style-type: none"><li>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.</li></ul>   |
| 20        | <ul style="list-style-type: none"><li>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. Investigate new methods of valuation and assessment. Initiate and plan assessment programs and implement them (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.</li></ul> |
| 5         | <ul style="list-style-type: none"><li>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</li></ul>   |

| % of time | Peripheral Duties   |
|-----------|---|
| 5         | <ul style="list-style-type: none"><li>Represent the Commissioner of Assessments at City Service Commission hearings, Cabinet Meetings, Common Council Committee hearings, etc, as needed</li></ul>  |
| 5         | <ul style="list-style-type: none"><li>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.</li></ul> |
| 5         | <ul style="list-style-type: none"><li>Participate in the interview process of appraisal staff at all levels.</li></ul>  |
| 5         | <ul style="list-style-type: none"><li>Other duties as assigned</li></ul>  |
|           |   |

**TITLE OF IMMEDIATE SUPERVISOR:** Commissioner of Assessments

## SUPERVISION EXERCISED

| # Supervised: | Job Title:                            | Directly / Indirectly: |
|---------------|---------------------------------------|------------------------|
| 1             | Assessment Operations Director        | Directly               |
| 1             | Assessment Appeals Director           | Directly               |
| 2             | Assessment Division Managers          | Indirectly             |
| 25            | Senior Property Appraisers            | Indirectly             |
| 1             | Business Systems Manager              | Indirectly             |
| 1             | Business Systems Administrator        | Indirectly             |
| 1             | Administrative Services Supervisor    | Indirectly             |
| 1             | Property Assessment Technician I & II | Indirectly             |
| 1             | Property Listing Technician           | Indirectly             |
| 1             | Program Assistant II                  | Indirectly             |
| 1             | Accounting Assistant II               | Indirectly             |
| 1             | Office Assistant IV                   | Indirectly             |
| 5             | Office Assistant III                  | Indirectly             |
| 1             | Office Assistant II                   | Indirectly             |
| 2             | College Intern                        | Indirectly             |
|               |                                       |                        |

## MINIMUM REQUIREMENTS

### Education and Experience:

- Certification at Assessor III level by Wisconsin Department of Revenue.
- 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.

### Knowledge, Skills, Abilities, and Personal Characteristics:

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

### Certifications, Licenses, Registrations:

- Assessor III Certification from the Wisconsin Department of Revenue.

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.

**PHYSICAL ACTIVITY OF THE POSITION** *Check all that apply.*

|                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | <b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. <i>*Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.</i>           |
| <input type="checkbox"/>            | <b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. <i>*Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.</i> |
| <input type="checkbox"/>            | <b>Stooping:</b> Bending body downward and forward by bending spine at the waist. <i>*Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.</i>   |
| <input type="checkbox"/>            | <b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.   |
| <input type="checkbox"/>            | <b>Crouching:</b> Bending the body downward and forward by bending leg and spine.   |
| <input type="checkbox"/>            | <b>Crawling:</b> Moving about on hands and knees or hands and feet.   |
| <input checked="" type="checkbox"/> | <b>Reaching:</b> Extending hand(s) and arm(s) in any direction.   |
| <input checked="" type="checkbox"/> | <b>Standing:</b> Particularly for sustained periods of time.  |
| <input checked="" type="checkbox"/> | <b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.  |
| <input type="checkbox"/>            | <b>Pushing:</b> 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"/>            | <b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.   |
| <input checked="" type="checkbox"/> | <b>Lifting:</b> 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"/> | <b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.   |
| <input type="checkbox"/>            | <b>Grasping:</b> Applying pressure to an object with fingers and palm.  |
| <input type="checkbox"/>            | <b>Feeling:</b> 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"/> | <b>Talking:</b> 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.   |
| <input checked="" type="checkbox"/> | <b>Hearing:</b> 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"/> | <b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.   |
| <input checked="" type="checkbox"/> | <b>Driving:</b> Minimum standards required by State Law (including license).  |

**PHYSICAL REQUIREMENTS OF THE POSITION** *Check one.*

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <b>Sedentary Work:</b> 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"/>            | <b>Light Work:</b> 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"/>            | <b>Medium Work:</b> 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"/>            | <b>Heavy Work:</b> 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"/>            | <b>Very Heavy Work:</b> 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.  |

**VISUAL ACUITY REQUIREMENTS** *Check all that apply.*

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> This is a minimum standard for use with those whose job requires work done at close visual range ( <i>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</i> ).       |
| <input type="checkbox"/>            | <b>Machine Operators, Mechanics, and Skilled Tradespeople:</b> 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"/>            | <b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.  |
| <input type="checkbox"/>            | <b>Other:</b> This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.  |

**THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION** *Check all that apply.*


Approximate Percentage of time performing field work: 5%

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | <b>None:</b> The worker is not substantially exposed to adverse environmental conditions ( <i>i.e. office work</i> ).  |
| <input checked="" type="checkbox"/> | <b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes ( <i>i.e. warehouses, covered loading docks, garages, etc.</i> )      |
| <input checked="" type="checkbox"/> | <b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.  |
| <input type="checkbox"/>            | <b>The worker is subject to extreme cold:</b> Temperatures below 32° for period of more than one hour.   |
| <input type="checkbox"/>            | <b>The worker is subject to extreme heat:</b> Temperatures above 100° for periods of more than an hour.  |
| <input type="checkbox"/>            | <b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.  |
| <input type="checkbox"/>            | <b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.   |
| <input type="checkbox"/>            | <b>The worker is subject to hazards:</b> 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"/>            | <b>The worker is subject to atmospheric conditions:</b> 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"/>            | <b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.   |
| <input type="checkbox"/>            | <b>The worker is required to wear a respirator.</b>  |

**MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED**

*Check all that apply.*

|  |   |
|--|---|
| <input checked="" type="checkbox"/> Camera and photographic equipment  | <input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.) |
| <input checked="" 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> ):   |   |

|                     |   |              |            |
|---------------------|---|--------------|------------|
| <b>Prepared By:</b> | Emme Maldonado  | <b>Date:</b> | 12/15/2021 |
| <b>Approved By:</b> |  | <b>Date:</b> | 12/15/2021 |