



ASSESSOR'S OFFICE

June 9th, 2021

Steven A. Miner
Assessment Commissioner

Peter A. Bronek
Chief Assessor

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

RE: Extension of Temporary Appointment for 180 days.

To the Civil Service Commissioners,

The Assessor's office would like to request an extension of Temporary Appointment for 180 day appointment for Tim Krystowiak with the title of Senior Property Appraiser 1, salary range 2HN, and \$31.311875 (city resident) an hour. The extension date is June 25th, 2021 with an end date of January 8th, 2022.

Our request allows for the Assessor's Office to have Mr. Krystowiak assist us in processing property file maintenance changes resulting from reviews of sold properties. Job duties include using a designated computer at city hall for doing research on sales, review of permits, review of fire damaged properties and resulting value changes, adding photos of all properties reviewed.

Due to the overwhelming workload, we are in need of more staff to overcome the extreme volume. We believe Mr. Krystowiak can handle data entry and therefore help our regular staff focus on processing the objections quickly. Mr. Krystowiak is trained and familiar with the work at hand.

Sincerely,

Steven A. Miner
Assessment Commissioner



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



R. 09.04.14

NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed. If there is a question as to whether the individual selected for temporary appointment meets the minimum requirements, please contact DER prior to making the temporary appointment.

DEPT/DIVISION Assessor		DATE 05.19.2021			
NOTICE OF TEMPORARY APPOINTMENT FOR					
AUTHORIZED POSITION TITLE Senior Property Appraiser 1		PAY RANGE 31.311875	F&P COMMITTEE APPROVAL DATE (Enter 'N/A' if F&P approval not required)		
WILL THIS POSITION BE UNDERFILLED <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	IF YES - UNDERFILL TITLE		PAY RANGE		
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period		EFFECTIVE DATE 07.08.2021	ANTICIPATED EXPIRATION DATE 01.08.2022		
PLEASE DESCRIBE THE MINIMUM QUALIFICATIONS FOR THE TITLE AT WHICH THIS POSITION WILL BE FILLED AND ATTACH A COPY OF THE CURRENT JOB DESCRIPTION					
TRAINING AND EDUCATION:	WORK EXPERIENCE: Previous property appraiser	OTHER REQUIREMENTS (i.e. DEMONSTRATED COMPETENCIES, LICENSES, CERTIFICATIONS, ETC.):			
PLEASE PROVIDE INFORMATION ABOUT THE INDIVIDUAL WHO HAS BEEN SELECTED FOR THIS TEMPORARY APPOINTMENT <u>AND</u> ATTACH A COPY OF THE RESUME/APPLICATION					
LAST NAME Krystowiak	FIRST NAME Timothy	INITIAL	RACE White	GENDER Male	T.A. RATE OF PAY 31.311875
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	IF YES, PROVIDE: CURRENT DEPARTMENT/DIVISION Assessor	POSITION TITLE AUX	CURRENT RATE OF PAY 31.311875	ID NUMBER	
WHY AND HOW WAS THIS INDIVIDUAL SELECTED FOR THE TEMPORARY APPOINTMENT? <input type="checkbox"/> From an existing eligible list – provide position title Requests went out to over a half dozen candidates. Tim was one of the three that responded.		<input type="checkbox"/> If not from an existing eligible list – please provide a detailed explanation Request is to extend AUX employment			
IF THE INDIVIDUAL WAS NOT SELECTED FROM AN ELIGIBLE LIST FOR THIS POSITION, PROVIDE INFORMATION TO SHOW HOW THE INDIVIDUAL SELECTED FOR THE TEMPORARY APPOINTMENT MEETS THE MINIMUM REQUIREMENTS FOR THE POSITION AS DESCRIBED ABOVE?					
TRAINING AND EDUCATION: Assessor for decades	WORK EXPERIENCE: Assessor's Office City of Milwaukee	OTHER REQUIREMENTS (i.e. DEMONSTRATED COMPETENCIES, LICENSES, CERTIFICATIONS, ETC.): Assessor 2 Certification			
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTIVE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Explain Relationship					
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.					
REPORTING OFFICER Emme Maldonado	SIGNATURE 	TITLE Admin Services Sup	DATE 05.19.2021		
APPROVING OFFICER Steven Miner	SIGNATURE 	TITLE Assessment Commissioner	DATE 05.19.2021		
THIS SECTION FOR DER REVIEW					
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE		

TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (<i>last, first, middle</i>)		DATE
Krystowiak, Timothy J.		1/13/2021
POSITION TITLE	PAY RANGE	RATE OF PAY
Senior Property Appraiser 1	2HN	\$31.311875

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

Timothy Krystowiak
Temporary Appointment Applicant Signature

5-18-21
Date Signed

Mary Beth Krystowiak
Witness Name (Print)

Mary Beth Krystowiak
Witness Signature



JOB DESCRIPTION

Job Title:	Senior Property Appraiser 1	Department:	Assessor
Division:	Appraisal	Section:	
Pay Range:	2HN	Job Code:	0366DC
Position Number:		EEO Code:	

BASIC FUNCTION

DESCRIPTION OF JOB

% of time	Essential Functions
10	Analyze and list all properties within the City of Milwaukee
10	Estimate equitable market values for the production of an annual assessment roll.
10	Appraise real and personal property for assessment purposes using the cost, market and income approaches.
10	Review estimated market values provided by the Assessor'
10	Inspect property (residences and buildings), new construction and major improvements to existing structure to establish value. Prepare documentation of completed inspections.
5	Analyze trends and sale prices, construction costs and rents in order to assess property values and determine accuracy of assessments
5	Explain assessed values to property owners, leasing agents, managers and legal representatives.
10	Perform assessment reviews and investigate assessment appeals. Make recommendations to the Board of Assessors. Present testimony before the Board and Review and Circuit Court.
10	Classify property by its use, according to the Assessor's Office standards.
10	Gather information about property by communicating with buyers and sellers, fielding sales, conducting rental surveys, examining leases, noting building occupancy and obtaining other economic information necessary to estimate market values of a real property.
5	Provide prompt, courteous and customer focused service, information and assistance to departmental employees, the public, other city departments and other agencies; handle inquiries from property owners person, over the phone and by e-mail.
5	Maintain all office forms, reports and records.

% of time	Peripheral Duties

TITLE OF IMMEDIATE SUPERVISOR: Assessment Division Manager

SUPERVISION EXERCISED

# Supervised:	Job Title:	Directly / Indirectly:
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MINIMUM REQUIREMENTS

Education and Experience:

- At least four years of appraisal experience, with at least two years of which being in an assessor's office role OR an active Certified General Appraiser license and WI State Assessor Certification at Assessor 2 or higher.
- IAAO course 300 Fundamentals of Mass Appraisal or WCTC Introduction to Mass Appraisal
- IAAO Forum 917 How to Critique an Appraisal or Appraisal Review or McKissock 15 hour Commercial Appraisal Review.
- Completion of a 30 hour Appraiser Qualification Board approved Commercial Narrative Report writing course (AKA General Report Writing and Case Studies), or equivalent. Two on-line sources for the course are the Appraisal Institute or McKissock.
- Demonstrate knowledge of appraisal application to commercial leases or take IAAO Forum 931 Reading and Understanding Leases
- Obtain the Marshall & Swift Certificate of Completion by passing the online "Cost Approach to Commercial Appraisal" course.

Knowledge, Skills, Abilities, and Personal Characteristics:

- Complete, or assist in completion of a MER or 4-19 apartment Board of Review case. This includes the completion of written report and presentation. If no case available, mock BOR will fulfill requirement.
- Receive and value properties in a commercial neighborhood for one (1) assessment cycle.
- Collect data, update income tables, review GIM data, complete Ratio Study and apply values to a local commercial neighborhood and provide copies of material to supervisor for review.
- Be able to read and comprehend complex commercial constructions plans.
- Mentor and train new appraisers as needed.

Certifications, Licenses, Registrations:

Certification by the State of Wisconsin at the Assessor II level under the State Assessor's Certification Program.
Possession of a valid Wisconsin Motor Vehicle Operator's License and availability of an insured vehicle for use on the job.

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"/>	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. <i>* Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.</i>
<input type="checkbox"/>	Balancing: 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"/>	Stooping: 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"/>	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 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 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.
<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 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).

PHYSICAL REQUIREMENTS OF THE POSITION *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
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	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.

VISUAL ACUITY REQUIREMENTS *Check all that apply.*

<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>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"/>	Machine Operators, Mechanics, and 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.

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

Approximate Percentage of time performing field work: 40%

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (<i>i.e. office work</i>).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
<input checked="" 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° for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100° for periods of more than an 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.

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 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 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 checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register
<input type="checkbox"/>	Other (please list):		

Prepared By:		Date:	06/23/2020
Approved By:		Date:	06/23/2020

Qualifications of Timothy Krystowiak

Senior Property Appraiser, City Of Milwaukee Assessor's Office

Assessment Division Manager, City Of Milwaukee Assessor's Office

Bachelor of Science Degree in Economics from University Of Wisconsin-Milwaukee

Numerous courses offered by the International Association of Assessing Officers (IAAO) and the Wisconsin Association of Assessing Officers (WAAO) in Appraisal and Assessment work

Coursework at Waukesha County Technical College and Milwaukee Area Technical College in Real Estate Appraisal, Real Estate Law, Mass Appraisal, and Building Construction

Certified by the State of Wisconsin Department of Revenue at the Assessor 2 level

Member of Wisconsin Association of Assessing Officers

Member of International Association of Assessing Officers

I have worked for the City of Milwaukee Assessor's Office since September 9, 1991. Over my years of service, I have assessed all types of property including residential, apartments, condominiums, and commercial properties. For the last fourteen years, I have valued commercial properties, including franchise fast food restaurants, the Mid Town and Northridge shopping centers since 2008 and hotels within the past few years.

In the course of doing my work I review and analyze sales, permits, and income and expense data that is submitted or requested from property owners throughout the year. The City uses this data to perform annual revaluations for all of the properties in the City of Milwaukee.