

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

346



FROM: Human Resources Dept.

SUBMITTAL DATE:
December 10, 2007

SUBJECT: Classification recommendations for the Assessor/County Clerk/Recorder and, the Executive Office; and amend Ordinance No. 440 pursuant to Resolution No. 440-8758 submitted herein.

RECOMMENDED MOTION: That the Board approve the recommendations contained in the attached Resolution No. 440-8758.

BACKGROUND: The Chief Deputy County Assessor-Clerk-Recorder evaluates and reviews technically complex operational issues and assists in the formulation of divisional policies and programs. The classification reports to the Assistant County Assessor-Clerk-Recorder and in accordance with the County Management Resolution, this classification is eligible to be At-Will.

The Library Services Administrator plans, coordinates, and directs the services of County's library system. In addition, this classification administers and monitors all contracts for library services.

Ronald W. Komers
Asst. County Executive Officer/Human Resources Dir.

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 1,868	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2007/08

SOURCE OF FUNDS: Departmental Budget	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY:
Elizabeth J. Olson

County Executive Office Signature

- Consent
- Policy
- Consent
- Policy

Dept's Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.: | **District:** | **Agenda Number:**

3-41

RECOMMENDATIONS

At-Will

Chief Deputy County Assessor/Clerk/Recorder: It is recommended that this classification be designated At-Will in accordance with the provisions provided under Article 6, Section 601E (2), (5) and (6) of the Management Resolution and serves at the pleasure of the Assessor/County Clerk/Recorder. There is one incumbent. The revised class specification is attached. There is no cost impact to implement this change.

Parity Adjustment:

Library Services Administrator: It is recommended that this class be granted a parity adjustment of approximately 2.7% from salary plan/grade MCO 589 L13 (\$76,022 – 104,452) to MCO 598 L13 (\$78,063 – 107,272). There is one incumbent. The total projected cost of implementing this proposal will be \$3,736 annually and there is no Net County Cost.



CHIEF DEPUTY COUNTY ASSESSOR- CLERK-RECORDER

Class Code: 74326

COUNTY OF RIVERSIDE

Established Date: Mar 1, 1999

Revision Date: Jan 3, 2008

SALARY RANGE

\$34.68 - \$47.61 Hourly
\$6,010.71 - \$8,252.83 Monthly
\$72,128.58 - \$99,034.00 Annually

CLASS CONCEPT:

Under general direction, plans, organizes, and directs the activities of a major division or group of divisions in the County Assessor-Clerk-Recorder's Department; assists in the formulation of divisional policies and programs; and does other related work as required.

Positions in this class report to the Assistant County Assessor-Clerk-Recorder and are characterized by their responsibility to direct, through subordinate supervisors, work performed within technical divisions of either the County Assessor or the Clerk-Recorder's functional areas of the Department.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (2), (5) and (6) of the County Management Resolution and serves at the pleasure of the Assessor/County Clerk/Recorder.

REPRESENTATION UNIT: At-Will Unrepresented

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Plans, organizes and directs the operations of a major division within either the County Assessor or Clerk-Recorder functions of the Department through subordinate supervisors.
- Evaluates existing organizational and personnel utilization, work methods, and procedures; determines work load and supervises the planning and scheduling of work; reviews, evaluates and recommends modifications in workload distribution and operating procedures to improve operational effectiveness; establishes work standards and plans and directs implementation of new procedures.
- Reviews, recommends and resolves the most technically complex operational issues involving policy interpretations or determines appropriate course of action in the absence of applicable policy.
- Develops management reports related to the effective operations of assigned divisions including technology, staffing, equipment, facilities needs and forecasted requirements.
- Coordinates and supervises the hiring, assignment, training and evaluation of subordinate staff; participates in the discipline of subordinates.
- Researches, reviews and analyzes proposed and adopted legislation impacting their area of assignment.
- May represent and/or coordinate activities performed in the division with various County departments,

boards, commissions, hearings and community groups; may represent the County Assessor-Clerk-Recorder at meetings or hearings before Boards, commissions, trials, and community groups.

- Prepares and submits budget estimates for divisional operations.

RECRUITING GUIDELINES:

Knowledge of (depending on area of assignment): Organization, procedures, and responsibilities of the County Assessor-Clerk-Recorder Department; principles and practices of effective supervision and management; basic principles of administration; technological advances in computerized work tools including statistical analysis, record keeping, imagery programs and equipment; principles and techniques of training; principles, practices and procedures of property appraisal for property assessment purposes; Laws regulations and court decisions affecting the appraisal of land, petroleum, buildings, structures, and possess interests; principles of statistical analysis; Laws rules, and regulations governing recording of documents; legal terminology applicable to recordable documents; types and formats of recordable documents.

Ability to (depending on area of assignment): Plan, coordinate and supervise the work of a major division of the County Assessor-Clerk Recorder's Department; develop, coordinate, supervise and assist in the training of subordinate staff; plan, organize and direct staff in a variety of technical, professional and clerical operational activities; establish and maintain cooperative and effective working relationships with all those contacted during the course of performing professional responsibilities; communicate effectively in situations requiring sensitivity, counseling, tact, persuasion, instruction and negotiations; analyze data and write clear, concise and complete reports and recommendations; prepare division budget(s) and monitor expenditures; utilize computer applications programs and equipment to effectively gather, maintain and report data; maintain professional credibility; analyze and interpret complex statistical and other data; devise logical conclusions; and formulate sound appraisal guidelines; review and approve appraisals which involve policy interpretation; promote the acceptance of administrative and appraisal policies; interpret and explain existing, new and changing laws governing the activities and documentation of the Recorder's Division; provide problem resolution to complex and technical recordation issues.

Education: Bachelor's degree from an accredited college in business or public administration or, depending on area of assignment, a related field which included specialized coursework directly related to accounting, auditing, building cost estimation, cadastral drafting, office administration, or records management. (Additional qualifying experience may be substituted for the required education on a year for-year basis.)

AND

Experience: Some experience as a Principal Appraiser or considerable experience as a Supervising Appraiser with the County of Riverside.

OR

Experience: Extensive professional level experience in property appraisal work for tax assessment purposes in an assessor's office or other tax appraisal agency which must have included considerable experience working in a supervisory, lead, or advisory capacity.

OR

Experience: Considerable managerial, administrative or supervisory experience which must have been primarily obtained while working in a County Clerk and/or Recorder's office or similar recordation agency; Experience must have included staff development and training over the full legal document recordation process,

OR

administrative level experience in budget development, review and control; and personnel administration including managing grievances and disciplinary issues; and assisting department administrators with recruitment, selection, and management of employees; and facilities management.

SUPPLEMENTAL INFORMATION:

Job Competencies:

Work Performance Measures

- Make sound and accurate decisions under pressure.
- Maintain an environment in the unit conducive to expanding knowledge and expertise.
- Persuasively communicate your findings and recommendations to a variety of audiences.
- Successfully prioritize conflicting timelines ensuring that each project receives appropriate time and consideration.
- Skillfully utilize computer and other available technology to maintain information.
- Seek opportunities to increase personal and staff knowledge in areas of responsibility.
- Take independent actions after carefully analyzing and interpreting the associated risks.
- Meet obligations and commitments.
- Effectively maintain expertise in all areas of responsibility.
- Communicate clearly and concisely in both written and verbal forms.
- Effectively supervise subordinates including accurately assessing staffing levels, training needs, utilizing the strengths of subordinates and taking appropriate corrective disciplinary action as necessary.
- Demonstrate leadership and integrity even when challenged with highly stressful or crisis situations.
- Skillfully gain and maintain credibility with superiors, co-workers, public and managers.
- Exhibit leadership in all undertakings and foster leaders among staff.
- Encourage creative problem solving and analysis techniques.

OTHER REQUIREMENTS:

License or Certificate: A valid California Driver's License may be required at the time of appointment or the ability to arrange transportation for field travel.

Appraisal Division Assignment: Possession of a valid Appraiser's Certificate issued by the State Board of Equalization is required within one year of appointment.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).