

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

692



FROM: Human Resources Department

SUBMITTAL DATE:
July 18, 2012

SUBJECT: Classification and Compensation recommendations to establish a new classification of Chief Appraiser, and amend Ordinance No. 440 pursuant to Resolution No 440-8890 submitted herewith.

RECOMMENDED MOTION: That the Board approve the recommendations outlined in the attached Resolution No. 440-8890.

BACKGROUND: The Assessor-County Clerk-Recorder has requested that a new classification of Chief Appraiser be established that will report directly to the Assistant Assessor-County Clerk-Recorder and will be responsible for the Assessor Valuation Division. The Chief Appraiser is a single position classification that will be responsible for directing, through subordinate supervisors, the most complex property tax appraisals and technical work in compliance with California State Board of Equalization guidelines and other valuation tools.

Departmental Concurrence

Barbara A. Olivier

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Asst. County Executive Officer/Human Resources Dir.

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2012/13
SOURCE OF FUNDS: 85% - Department Revenue; 15% NCC				Positions To Be Deleted Per A-30 <input type="checkbox"/>
				Requires 4/5 Vote <input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *Ivan M. Chand*
Ivan M. Chand 7/22/2012

County Executive Office Signature

- Policy
- Consent
- Policy
- Consent

Dep't Recomm.:
Per Exec. Ofc.:

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

3.27

BACKGROUND (continued):

The Assessor-County Clerk-Recorder's Department (ACCR) operates with 417 funded FTE/positions, 191 positions are allocated to the Valuation Division for FY 12/13, at an annual budget of approximately \$44.1 million (excluding the Crest Project).

Reporting to the Assistant Assessor-County Clerk-Recorder over the Valuation Division, this position will evaluate existing organizational and personnel utilization, work methods, and procedures regarding the most complex appraisal and assessment practices; resolve operational issues involving policy interpretation and determination of the appropriate course of action in the absence of applicable policy; evaluate and recommend modifications in workload distribution and operating procedures to improve operational effectiveness; and establish work standards and direct the implementation of new procedures.

The workload for the Valuation Division has increased with the rise in assessment appeals over the past few years. There were 12,155 appeals filed for 2011 and there are currently over 18,000 appeals to be processed. Prior to the economic downturn, the Assessor averaged about 3000 appeals per year. The Chief Appraiser position will be the highest technical appraisal position in the Assessor's office where the reliance on laws, policies, and regulations related to property tax appraisal is imperative.

CLASSIFICATION ADDITION

Chief Appraiser: It is recommended to add this classification to the Class and Salary Listing and utilize existing salary plan/grade MCO 592/L14 (\$79,905 - \$112,820). Utilizing data from four County External Market Survey Data for Southern California, e.g. Los Angeles County, Orange County, San Bernardino County and San Diego County, the proposed salary is well positioned. Internal parity with the Treasurer-Tax Collector and Auditor Controller's Office was also reviewed. Since this request is only to add the classification, there is no cost impact at this time. The classification specification is attached.

RESOLUTION NO. 440-8890

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on _____, 2012, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
74328	+	Chief Appraiser	MCO 592



CHIEF APPRAISER

Class Code:
74328

Bargaining Unit: Management

COUNTY OF RIVERSIDE
Established Date: July 12, 2012

SALARY RANGE

\$38.42 - \$52.81 Hourly
\$6,658.74 - \$9,153.65 Monthly
\$79,904.86 - \$109,843.76 Annually

CLASS CONCEPT:

Under general direction, to plan, organize, and direct the activities of the Assessor Valuation Division of the Assessor-County Clerk-Recorder's Department; to assist in the formulation of divisional policies and programs; and to do other related work as required.

This single class position reports to the Assistant Assessor-County Clerk-Recorder over the Valuation Division and is characterized by the responsibility for directing, through subordinate supervisors, the most complex property tax appraisals and technical work within the Assessor Valuation Division.

This class is distinguished from the Chief Deputy Assessor-County Clerk-Recorder in that the latter has responsibilities across Assessor-County Clerk-Recorder Divisions, while the Chief Appraiser is responsible for appraisal related Assessor Valuation Division responsibilities.

REPRESENTATION UNIT:

Management

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 the Assessor Valuation Division through subordinate supervisors.
- Evaluates existing organizational and personnel utilization, work methods, and procedures regarding appraisal and assessment practices; 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 property valuations in compliance with State Board of Equalization guidelines and other valuation tools.
- Reviews, recommends, and resolves operational issues involving policy interpretations; determines appropriate course of action in the absence of applicable policy.
- Develops management reports related to the effective operations of assigned sections 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 the 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 Assessor-County Clerk-Recorder at meetings or hearings before Boards, commissions, trials, and community groups.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree, preferably in business or public administration, economics, finance, accounting, auditing, or records management.

AND

Experience: One year of Assessor Valuation management experience equivalent to the class of Principal Deputy Assessor-County Clerk-Recorder.

OR

Experience: Five years of professional property appraisal experience in an Assessor, or other tax appraisal agency which included two years in a supervisory, managerial or administrative capacity.

Knowledge of: Organization, procedures, and responsibilities of the Assessor-County 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.

Ability to: Plan, coordinate and supervise the work within the Assessor Valuation Division of the 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; 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.

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/Certificate: Possession of a valid California Driver's License.

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).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.