

Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, March 26, 2014 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
President Arthur Chapman
Vice President Wayne Caruthers
Robert Bergman
Betsey Nash, SPHR
William Tappan

1. **Call to Order / Flag Salute / Roll Call**
2. **Public Comment Period**
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
3. **Minutes**
The following draft minutes are submitted for approval:
 - a. February 26, 2014 – Regular
4. **Job Class Specifications – Revised**
 - a. Appraiser Trainee I, II, III
 - b. Supervising Appraiser
5. **Job Class Specifications – New**
 - a. Geographic Information Systems I, II, III
 - b. Senior Geographic Information Systems Analyst
6. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Secretary
7. **Adjournment**

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday February 26, 2014 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Arthur Chapman, President
Wayne Caruthers, Vice President
Robert Bergman
Betsey Nash, SPHR
William Tappan

MINUTES

Present: President Arthur Chapman, Vice President Wayne Caruthers, Commissioner Robert Bergman, Commissioner William Tappan, Commissioner Betsey Nash

Staff: Commission Secretary Tami Douglas Schatz, Commission Clerk Robin Mason, Acting Commission Clerk Heather Carey Gunderlock

Counsel: Commission Counsel Tim McNulty, Outside Commission Counsel Steve Simas

1. Call to Order/ Flag Salute/ Roll Call

President Chapman called the meeting to order at 9:01 A.M. and led the flag salute.

2. Public Comment Period

President Chapman addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda. Being none, President Chapman closed the Public Comment Period.

3. Minutes

January 22, 2014 – Regular

Commissioner Caruthers made a motion to approve the January 22, 2014 minutes as written. Commissioner Bergman seconded; the motion carried 5-0-0.

4. Job Class Specifications – Revised

a. Senior Buyer

Personnel Analyst Mark McKibben: addressed the Commission regarding the Senior Buyer specification and clarified the need for the revised specification.

President Chapman made suggestions and asked for public comment. There was no public comment.

Commissioner Tappan: Made a motion to approve the specification.

Commissioner Nash seconded; the motion carried 5-0-0.

Civil Service Commission

b. **Water Quality Manager**

Personnel Analyst Jamie Azarvand: introduced Dean Benedix, Division Manager, Utilities, Public Works and John Beaton, Water Quality Manager, Public Works. She discussed the need for minor revisions to the current specification and distributed additional information (Attachment A) regarding the specification.

Commissioner Nash: requested information regarding Title 22.

Mr. Benedix: responded to Ms. Nash's question.

Ms. Azarvand: addressed Minimum Qualifications and added that there is a need to make them consistent with Title 22.

Commissioner Caruthers: asked for clarification regarding who reports to the Water Quality Manager.

Mr. Benedix: responded to Commissioner Caruthers' inquiry.

Commissioner Caruthers: asked Mr. Beaton how much time he currently spends on analysis.

Mr. Beaton: answered that he currently spends the majority of his time managing staff but that he possesses the required knowledge in order to train staff.

Commissioner Caruthers asked Mr. Beaton for an example of a Capital Project improvement.

Mr. Beaton: stated that the Cayucos Water treatment project is one such example.

Commissioner Bergman: asked for additional information regarding the organizational chart and the Education and Experience portion of the specification (4b-1).

Ms. Azarvand: responded to Commissioner Bergman's question.

Commissioner Tappan: asked about the consequences for employees whose continuing education requirement has lapsed.

Ms. Douglas-Schatz: responded that in the case of a lapsed requirement, a Department Head has the authority to require an employee to obtain the necessary certification within a specified timeline.

President Chapman: asked for public comment; there was no public comment.

Commissioner Bergman: motioned to approve as amended.

Commissioner Caruthers: seconded the motion; the motion carried 5-0-0.

Civil Service Commission

President Chapman: stated for the record that the Clerk brought it to his attention that there was a technical problem with the recording and asked Commission Counsel for direction.

Commission Counsel: stated that the record needs to stand as is.

5. Reports

a. Commission President

President Chapman: no report.

b. Commission Counsel

Tim McNulty: no report.

c. Commission Secretary

Tami Douglas-Schatz: reported that currently Human Resources is reviewing the class study appeals and that of the eight appeals, HR has settled three and five will be set for prehearing. She stated that it is premature to request dates from the Commission at this time.

6. Closed Session (per Government Code 54956.9) Conference with Legal Counsel-Existing Litigation: Sanchez vs. Civil Service Commission

At 9:22 a.m., President Chapman adjourned into Closed Session to discuss Item 6. At 9:56 a.m. upon reconvening into Open Session, President Chapman stated there was nothing to report.

7. Adjournment

Being no further business, the meeting was adjourned by President Chapman at 9:59 A.M.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*



Human Resources Department

SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz, Director

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110 • Telephone 805.781.5959
• Fax 805.781.1044
• Email HR@co.slo.ca.us

TO: Civil Service Commission

DATE: March 26, 2014

FROM: Mark McKibben, Personnel Analyst

SUBJECT: Revised Specification: Appraiser Trainee, I, II, III and Supervising Appraiser

RECOMMENDATION

It is recommended that the Commission approve the revised classification specifications as submitted.

DISCUSSION

The County Assessor's Office is responsible for the valuation of real and personal property for tax assessment purposes. The Office has responded to a recent increase in staff turnover by filling vacant positions through both promotional and open recruitments. This increased hiring activity lead the Assessor's Management Action Team (AMAT) to review their succession planning efforts, which included a review of the Office's class specifications. The team's efforts resulted in a request that Human Resources (HR) review and update the minimum qualifications for Supervising Appraiser. The current work experience requirements for Supervising Appraiser is at least seven years, as it requires three years of experience specifically at the Appraiser III level. Moreover, there is no allowance for experience outside of a California County Assessor's Office. Human Resources and staff of the Assessor's Office believe this language is too restrictive and have determined that requiring a total of six years of job-related work experience, which includes one year of experience at the Appraiser III (or equivalent) level to be more appropriate. The educational requirements are outlined by the State Board of Equalization and do not need to be updated at this time.

As part of the Supervising Appraiser specification update, HR and Assessor's staff conducted a similar review of the related class series Appraiser Trainee, I, II, III. The most significant change to this series is for the minimum qualifications at the Appraiser III level. The current experience minimum qualifications require four years of professional level, job related experience; it does not require any minimum amount of years at any specific level in the series. Staff's recommendation is to update this requirement to instead include a minimum of two years experience at the Appraiser II level before being eligible for promotion to Appraiser III, i.e. require two years at the "journey-level" in order to be considered for promotion to the "advanced-journey" level. The total years of experience remain the same at four years; there are no recommended changes in the educational requirements at this time.

The Administrative Office, Human Resources, Assessor's Office and SLOCEA all support the changes as proposed.

Attachments:

P:\2_HR_Services\Classification\Specs\ANALYST WORKING DOCUMENTS\A-C\Appraiser CSC March 26\Appraiser series & Supv Appraiser CSC Cover Letter.docx

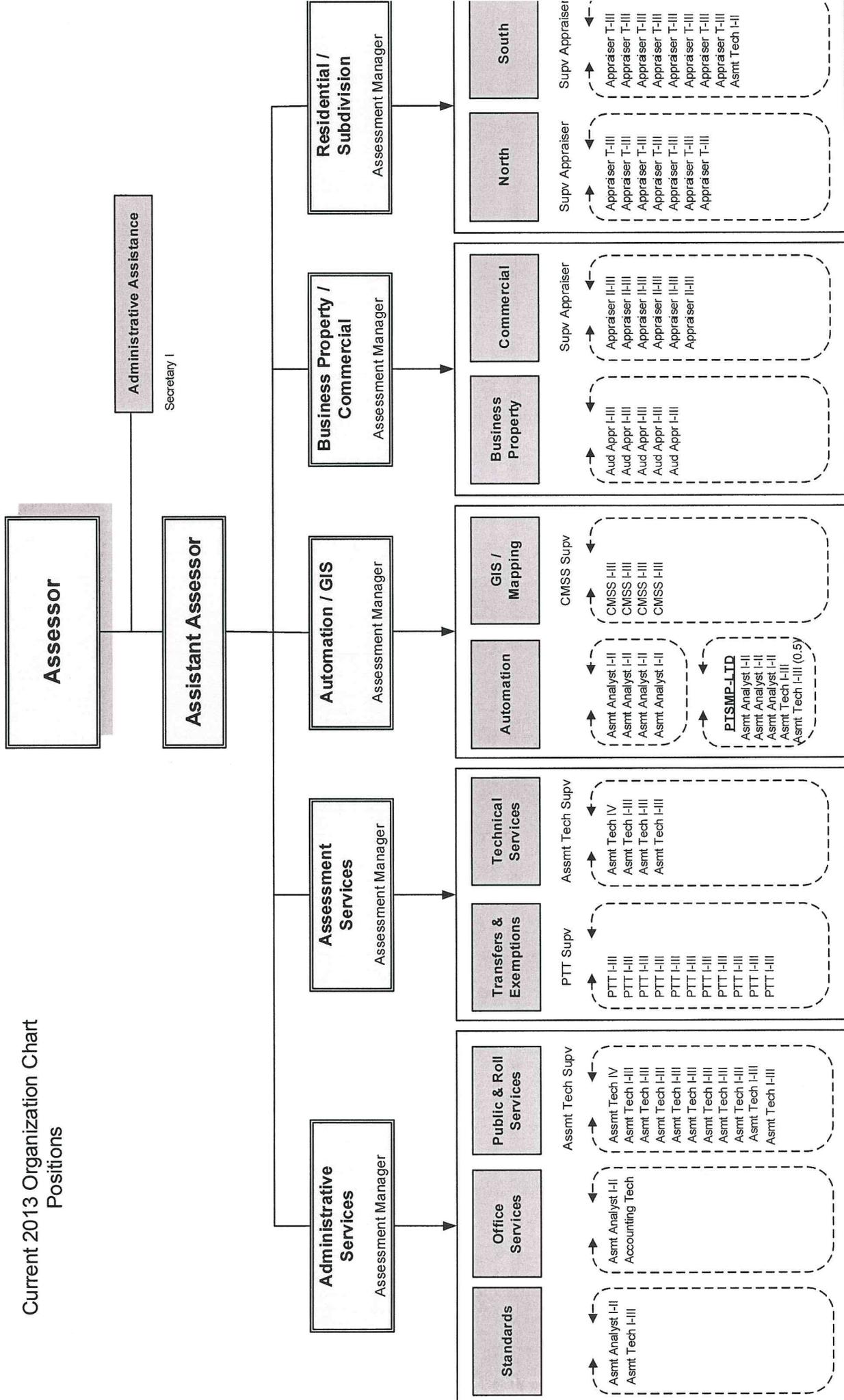
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Supervising Appraiser – track changes
Supervising Appraiser – final draft

Appraiser Trainee, I, II, III – track changes
Appraiser Trainee, I, II, III – final draft

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Current 2013 Organization Chart
Positions



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1 **SAN LUIS OBISPO COUNTY**
2 **HUMAN RESOURCES DEPARTMENT**

3
4 **APPRAISER TRAINEE, I, II & III**
5 **(Class Series)**

6 **DEFINITION:**

7 Under the direction of an assigned supervisor, incumbents perform a variety of duties in
8 appraising real and personal property for tax assessment purposes; and other related duties as
9 required.

10 **DISTINGUISHING CHARACTERISTICS:**

11 **Appraiser Trainee** is the trainee level class in the series. Incumbents work under supervision
12 while learning basic assessment duties, policies and procedures.

13 **Appraiser I** is the entry level class in the series. Incumbents work under general supervision
14 performing a variety of appraisal duties and are expected to assume increasing independence in
15 performing appraisal duties.

16 **Appraiser II** is the journey level class in the series. Incumbents work under direction and
17 perform progressively more difficult professional appraisal assignments; assist in providing
18 training, coordination and technical work direction to subordinate staff.

19 **Appraiser III** is the advanced journey level position in the series. Incumbents work under
20 direction and perform the more complex appraisal duties; may provide training, and technical
21 work direction to subordinate staff; may act as a specialist or section lead-worker and
22 coordinate the work of others.

23
24 **REPRESENTATIVE DUTIES:**

25 **(Not in order of importance)**

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- 26 • Collects and analyzes data to determine market value of properties as a result of
27 changes in ownership, new construction, improvements, alterations, additions, removals,
28 damages or changes in land-use, zoning or other factors affecting property value.
- 29 • Utilizes information on construction costs, sales, rents, leases, business income and
30 expenses in determining cost trends and unit cost factors; determines depreciation
31 factors and their effects on market value.
- 32 • Performs onsite inspection of properties to measure, plot and describe land and
33 improvements; identifies significant characteristics including quality and use.
- 34 • Gathers and assembles information to be used in setting assessment standards and
35 values.
- 36 • Reads and interprets legal descriptions, blueprints and assessor maps.
- 37 • Answers taxpayer inquiries concerning assessment laws, values, appraisal methods,
38 billing and assessment issues. Investigates complaints and takes appropriate action as
39 directed.
- 40 • May assist or lead in the development of new systems, workflow, procedures or policies
41 to be used in the Assessor's Office.
- 42 • May be called upon to assist, coordinate or serve on special projects and/or teams.
- 43 • Presents cases and appears as a witness in equalization hearings before the Assessment
44 Appeals Board.
- 45 • May train and mentor subordinate appraisal staff.
- 46 • Prepares a variety of reports and correspondence.

47 **EMPLOYMENT STANDARDS:**

48 **Knowledge of:**

- 49 • Appraisal principles, methods, procedures, mathematics and terminology pertinent to
50 appraisal of real property for ad valorem property taxation
- 51 • Economics of value and price as they affect the valuation of real property~~cost of~~
52 ~~construction and improvements~~
- 53 • Building design and construction characteristics; building materials and costs
- 54 • Provisions of the California State Constitution and Revenue and Taxation Code
55 pertaining to the assessment of property for ad valorem taxation purposes

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- 56 • Common methods of describing real property
- 57 • Basic computer software including those applications pertinent to the appraisal of real
- 58 property and the use of spreadsheet programs
- 59 • Assessor's office organization, procedures and standards as well as strategic direction
- 60 and goals
- 61 • Current technological developments and industry trends in area of expertise
- 62 • Interpersonal skills using tact, patience and courtesy
- 63 • Oral and written communication skills
- 64 • Principles of leadership and training

65 **Ability to:**

- 66 • Read and interpret laws and regulations, maps and property descriptions
- 67 • Independently analyze appraisal data and make proper determinations of value
- 68 • Analyze appraisal problems, prepare sound recommendations and adopt effective
- 69 courses of action
- 70 • Prepare concise and accurate written or oral reports and correspondence
- 71 • Provide testimony and reports for equalization hearings before the Assessment Appeals
- 72 Board
- 73 • Embrace and follow Assessor's Office policies, goals, Guiding Principles and Mission –
- 74 Vision - Values Statement
- 75 • Develop and maintain positive working relationships; communicate and work effectively
- 76 with others
- 77 • Foster a spirit of teamwork and support when interacting with staff and others
- 78 • Operate a computer and assigned office equipment
- 79 • Maintain a safe and orderly work area

80 **EDUCATION/EXPERIENCE:**

81 **All Levels:** Either A: Graduation from an accredited four-year college or university with a
82 Bachelor's degree; OR B: Graduation from high school or possession of a G.E.D. certificate and
83 four years of job related, relevant experience as defined by the State of California State Board
84 of Equalization Property Tax Rules, Chapter 1, Subchapter 2, Article 7, Rule 283 which includes
85 Accountant, Auditor, Real Property Appraiser, Building Cost Estimator, Engineer, Real Estate

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86 | Loan Agent or Underwriter, Right-of-Way Agent, Licensed Building Contractor, Real Estate
87 | Licensee Licensed by the California Department of Real Estate, or any other experience
88 | approved in Rule 283.

89

90 | In Addition to the above:

91 | **Appraiser Trainee:** No additional experience necessary.

92 | **Appraiser I:** One year experience in appraising real property at the Appraiser Trainee level in
93 | an Assessor's Office or an equivalent position with a lending institution, private appraisal firm or
94 | in the property tax department of the California State Board of Equalization.

95 | **Appraiser II:** One year of professional experience in appraising real property at the Appraiser
96 | I level in an Assessor's Office or an equivalent position with a lending institution, private
97 | appraisal firm or in the property tax department of the California State Board of Equalization.

98 | **Appraiser III:** ~~Four~~ Two years of increasingly responsible professional-level experience in
99 | appraising for assessment purposes at the Appraiser II level in an Assessor's Office or an
100 | equivalent position in a lending institution, private appraisal firm or in the property tax
101 | department of the California State Board of Equalization.

102

103 | **LICENSES/CERTIFICATES:**

104 | **All Levels:** A valid driver license is required at the time of application. A valid CALIFORNIA
105 | driver license is required at the time of appointment and must be maintained throughout
106 | employment.

107 | In addition to the above:

108 | ~~**Appraiser Trainee and Appraiser I:**~~ A Permanent Appraiser's Certificate issued by the
109 | California State Board of Equalization must be obtained within one year of appointment and
110 | maintained throughout employment.

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111
112 **Appraiser I and Appraiser II:** Either A: Must possess and maintain a Permanent Appraiser's
113 Certificate issued by the California State Board of Equalization Or B: Must hold a professional
114 designation comparable to a Certified Assessment Evaluator (CAE) designation from
115 International Association of Assessing Officers at the time of appointment. A Permanent
116 Appraiser's Certificate issued by the California State Board of Equalization must be obtained
117 within one year of appointment and maintained throughout employment.

118
119 **Appraiser III:** Must possess a California State Board of Equalization Permanent Appraiser
120 Certificate for a minimum of two years at time of appointment. An Advanced Appraiser's
121 Certificate issued by the California State Board of Equalization must be obtained within one year
122 of appointment and must be maintained throughout employment.

123
124 Progression from one level in this series to the next is at the discretion of the appointing
125 authority and based on organizational need, achievement of minimum qualifications and the
126 standards set forth for promotion within the department.

127
128 This class specification generally describes the duties and responsibilities characteristic of the
129 position(s) within this class. The duties of a particular position within a multi-position class may
130 vary from the duties of other positions within the class. Accordingly, the essential functions of a
131 particular position (whether it be a multi-position class or a single-position class) will be
132 identified and used by medical examiners and hiring authorities in the selection process.

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135 Adopted: 01-16-90

136 Revised: 11-18-98

137 Revised: 03-25-09

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138 | Revised: 03-26-14

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1 **SAN LUIS OBISPO COUNTY**
2 **HUMAN RESOURCES DEPARTMENT**

3

4 **APPRAISER TRAINEE, I, II & III**
5 **(Class Series)**

6 **DEFINITION:**

7 Under the direction of an assigned supervisor, incumbents perform a variety of duties in
8 appraising real and personal property for tax assessment purposes; and other related duties as
9 required.

10 **DISTINGUISHING CHARACTERISTICS:**

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12 while learning basic assessment duties, policies and procedures.

13 **Appraiser I** is the entry level class in the series. Incumbents work under general supervision
14 performing a variety of appraisal duties and are expected to assume increasing independence in
15 performing appraisal duties.

16 **Appraiser II** is the journey level class in the series. Incumbents work under direction and
17 perform progressively more difficult professional appraisal assignments; assist in providing
18 training, coordination and technical work direction to subordinate staff.

19 **Appraiser III** is the advanced journey level position in the series. Incumbents work under
20 direction and perform the more complex appraisal duties; may provide training, and technical
21 work direction to subordinate staff; may act as a specialist or section lead-worker and
22 coordinate the work of others.

23

24 **REPRESENTATIVE DUTIES:**

25 **(Not in order of importance)**

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- 26 • Collects and analyzes data to determine market value of properties as a result of
27 changes in ownership, new construction, improvements, alterations, additions, removals,
28 damages or changes in land-use, zoning or other factors affecting property value.
- 29 • Utilizes information on construction costs, sales, rents, leases, business income and
30 expenses in determining cost trends and unit cost factors; determines depreciation
31 factors and their effects on market value.
- 32 • Performs onsite inspection of properties to measure, plot and describe land and
33 improvements; identifies significant characteristics including quality and use.
- 34 • Gathers and assembles information to be used in setting assessment standards and
35 values.
- 36 • Reads and interprets legal descriptions, blueprints and assessor maps.
- 37 • Answers taxpayer inquiries concerning assessment laws, values, appraisal methods,
38 billing and assessment issues. Investigates complaints and takes appropriate action as
39 directed.
- 40 • May assist or lead in the development of new systems, workflow, procedures or policies
41 to be used in the Assessor's Office.
- 42 • May be called upon to assist, coordinate or serve on special projects and/or teams.
- 43 • Presents cases and appears as a witness in equalization hearings before the Assessment
44 Appeals Board.
- 45 • May train and mentor subordinate appraisal staff.
- 46 • Prepares a variety of reports and correspondence.

47 **EMPLOYMENT STANDARDS:**

48 **Knowledge of:**

- 49 • Appraisal principles, methods, procedures, mathematics and terminology pertinent to
50 appraisal of real property for ad valorem property taxation
- 51 • Economics of value and price as they affect the valuation of real property
- 52 • Building design and construction characteristics; building materials and costs
- 53 • Provisions of the California State Constitution and Revenue and Taxation Code
54 pertaining to the assessment of property for ad valorem taxation purposes
- 55 • Common methods of describing real property

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- 56 • Basic computer software including those applications pertinent to the appraisal of real
- 57 property and the use of spreadsheet programs
- 58 • Assessor's office organization, procedures and standards as well as strategic direction
- 59 and goals
- 60 • Current technological developments and industry trends in area of expertise
- 61 • Interpersonal skills using tact, patience and courtesy
- 62 • Oral and written communication skills
- 63 • Principles of leadership and training

64 **Ability to:**

- 65 • Read and interpret laws and regulations, maps and property descriptions
- 66 • Independently analyze appraisal data and make proper determinations of value
- 67 • Analyze appraisal problems, prepare sound recommendations and adopt effective
- 68 courses of action
- 69 • Prepare concise and accurate written or oral reports and correspondence
- 70 • Provide testimony and reports for equalization hearings before the Assessment Appeals
- 71 Board
- 72 • Embrace and follow Assessor's Office policies, goals, Guiding Principles and Mission –
- 73 Vision - Values Statement
- 74 • Develop and maintain positive working relationships; communicate and work effectively
- 75 with others
- 76 • Foster a spirit of teamwork and support when interacting with staff and others
- 77 • Operate a computer and assigned office equipment
- 78 • Maintain a safe and orderly work area

79 **EDUCATION/EXPERIENCE:**

80 **All Levels:** Either A: Graduation from an accredited four-year college or university with a
81 Bachelor's degree; OR B: Graduation from high school or possession of a G.E.D. certificate and
82 four years of job related, relevant experience as defined by the State of California State Board
83 of Equalization Property Tax Rules, Chapter 1, Subchapter 2, Article 7, Rule 283 which includes
84 Accountant, Auditor, Real Property Appraiser, Building Cost Estimator, Engineer, Real Estate
85 Loan Agent or Underwriter, Right-of-Way Agent, Licensed Building Contractor, Real Estate

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86 Licensee Licensed by the California Department of Real Estate, or any other experience
87 approved in Rule 283.

88

89 In Addition to the above:

90 **Appraiser Trainee:** No additional experience necessary.

91 **Appraiser I:** One year experience in appraising real property at the Appraiser Trainee level in
92 an Assessor's Office or an equivalent position with a lending institution, private appraisal firm or
93 in the property tax department of the California State Board of Equalization.

94 **Appraiser II:** One year of professional experience in appraising real property at the Appraiser
95 I level in an Assessor's Office or an equivalent position with a lending institution, private
96 appraisal firm or in the property tax department of the California State Board of Equalization.

97 **Appraiser III:** Two years of increasingly responsible professional-level experience in
98 appraising for assessment purposes at the Appraiser II level in an Assessor's Office or an
99 equivalent position in a lending institution, private appraisal firm or in the property tax
100 department of the California State Board of Equalization.

101

102 **LICENSES/CERTIFICATES:**

103 **All Levels:** A valid driver license is required at the time of application. A valid CALIFORNIA
104 driver license is required at the time of appointment and must be maintained throughout
105 employment.

106 In addition to the above:

107 **Appraiser Trainee:** A Permanent Appraiser's Certificate issued by the California State Board of
108 Equalization must be obtained within one year of appointment and maintained throughout
109 employment.

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110
111 **Appraiser I and Appraiser II:** Either A: Must possess and maintain a Permanent Appraiser's
112 Certificate issued by the California State Board of Equalization Or B: Must hold a professional
113 designation comparable to a Certified Assessment Evaluator (CAE) designation from
114 International Association of Assessing Officers at the time of appointment. A Permanent
115 Appraiser's Certificate issued by the California State Board of Equalization must be obtained
116 within one year of appointment and maintained throughout employment.

117
118 **Appraiser III:** Must possess a California State Board of Equalization Permanent Appraiser
119 Certificate for a minimum of two years at time of appointment. An Advanced Appraiser's
120 Certificate issued by the California State Board of Equalization must be obtained within one year
121 of appointment and must be maintained throughout employment.

122
123 Progression from one level in this series to the next is at the discretion of the appointing
124 authority and based on organizational need, achievement of minimum qualifications and the
125 standards set forth for promotion within the department.

126
127 This class specification generally describes the duties and responsibilities characteristic of the
128 position(s) within this class. The duties of a particular position within a multi-position class may
129 vary from the duties of other positions within the class. Accordingly, the essential functions of a
130 particular position (whether it be a multi-position class or a single-position class) will be
131 identified and used by medical examiners and hiring authorities in the selection process.

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134 Adopted: 01-16-90

135 Revised: 11-18-98

136 Revised: 03-25-09

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137 Revised: 03-26-14

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1 **SAN LUIS OBISPO COUNTY**
2 **HUMAN RESOURCES DEPARTMENT**

3 **SUPERVISING APPRAISER**

4 **DEFINITION:**

5 Under direction of the Assessment Manager, plans, directs, supervises and evaluates the work
6 of assigned staff in the performance or support of appraising real and personal property for tax
7 assessment purposes; performs a variety of complex appraisal duties; performs other related
8 duties as required.

9 **REPRESENTATIVE DUTIES:**

10 **(Not in Order of Importance)**

- 11 • Supervises, plans, directs and evaluates the work of assigned staff including appraisal,
12 technical and clerical staff; coordinates staff work assignments and reviews work to
13 ensure compliance with established laws, policies, standards and procedures; develops
14 and implements training; mentors staff; recommends disciplinary actions when
15 appropriate.
- 16 • Analyzes data used in setting standards.
- 17 • Reviews pending revisions to assessment rolls.
- 18 • Personally performs or directly supervises the most complex property appraisal activities
19 requiring broad knowledge and the ability to apply the principles, standards and
20 procedures of differing appraisal methods.
- 21 • Reviews staff work with taxpayers and explains the basis of property assessment.
- 22 • Participates in the development of programs, processes and policies.
- 23 • May direct the development of new systems to be used in the appraisal process.
- 24 • Presents cases and appears as a witness in equalization hearings before the Assessment
25 Appeals Board.
- 26 • Represents the Assessor at various meetings and speaking engagements.
- 27 • Prepares a variety of reports and correspondence; reviews and approves
28 correspondence of subordinate staff.
- 29 • May act for the Assessment Manager in his/her absence.

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- Implements County safety programs and ensures employee compliance with all safety rules and regulations; responds to hazard reports; investigates and reports accidents and injuries.

EMPLOYMENT STANDARDS

Knowledge of:

- Appraisal principles, methods, procedures, mathematics and terminology pertinent to appraisal of real property for ad valorem property taxation
- Economics of value and price as they affect the valuation of real property~~cost of construction and improvements~~
- Provisions of the California State Constitution and Revenue and Taxation Code pertaining to the assessment of property for ad valorem taxation purposes
- Common methods of describing real property
- Building design and construction characteristics; building materials and costs
- Assessor's office organization, procedures and standards as well as strategic direction and goals
- Principles of supervision, leadership and training
- Basic computer software including those applications pertinent to the appraisal of real property and the use of spreadsheet programs
- Current technological developments and industry trends in area of expertise
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills

Ability to:

- Plan, direct, supervise and evaluate the work of assigned staff
- Perform complex appraisal duties
- Independently analyze appraisal data and make proper determinations of value
- Interpret, apply and explain rules, laws, regulations, policies and procedures
- Maintain and establish consistency of standards, procedures and values
- Analyze appraisal problems, prepare sound recommendations and adopt effective courses of action

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- 59 • Provide testimony and reports for equalization hearings before the Assessment Appeals
- 60 Board
- 61 • Prepare concise and accurate written and oral reports and correspondence
- 62 • Convey clear directions and encourage communication with and among staff
- 63 • Embrace and follow Assessor's Office policies, goals, Guiding Principles and Mission –
- 64 Vision - Values Statement
- 65 • Develop, encourage and maintain positive working relationships; communicate and work
- 66 effectively with others
- 67 • Motivate staff to achieve high performance standards
- 68 • Foster a spirit of teamwork and support when interacting with staff and others
- 69 • Operate a computer and assigned office equipment
- 70 • Maintain a safe and orderly work area

71 **EDUCATION/EXPERIENCE:**

72 Either A: Graduation from an accredited four-year college or university with a bachelor's

73 degree; OR B: Graduation from high school or possession of a G.E.D. certificate and four years

74 of job related, relevant experience as defined by the State of California Board of Equalization

75 Property Tax Rules, Chapter 1, Subchapter 2, Article 7, Rule 283 which includes Accountant,

76 Auditor, Real Property Appraiser, Building Cost Estimator, Engineer, Real Estate Loan Agent or

77 Underwriter, Right-of-Way Agent, Licensed Building Contractor, Real Estate Licensee Licensed

78 by the California Department of Real Estate, or any other experience approved in Rule 283.

79 In addition to either of the above: must have three years of professional experience performing

80 duties equivalent to Appraiser III in a California County Assessor's office or an equivalent

81 position. Six years of increasingly responsible professional-level experience in appraising for

82 assessment purposes in a California County Assessor's Office or an equivalent position in a

83 lending institution, private appraisal firm or in the property tax department of the California

84 State Board of Equalization. One year of the required experience must be at the level of

85 Appraiser III or equivalent.

86 **LICENSES/CERTIFICATES:**

87 A valid driver license is required at the time of application. A valid CALIFORNIA driver license is

88 required at the time of appointment and must be maintained throughout employment.

89 In addition: An Advanced Appraiser's Certificate issued by the California State Board of
90 Equalization is required at the time of appointment and must be maintained throughout
91 employment.

92 This class specification generally describes the duties and responsibilities characteristic of the
93 position(s) within this class. The duties of a particular position within a multi-position class may
94 vary from the duties of other positions within the class. Accordingly, the essential duties of a
95 particular position (whether it be a multi-position class or a single-position class) will be
96 identified and used by medical examiners and hiring authorities in the selection process. This
97 information will also be made available for review at the time of any recruitment for that
98 position and at such other times as reasonably required.

99 Adopted: 1-16-74

100 Revised: 11-18-98

101 Revised: 03-25-09

102 Revised: 03-26-14

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1 **SAN LUIS OBISPO COUNTY**
2 **HUMAN RESOURCES DEPARTMENT**

3 **SUPERVISING APPRAISER**

4 **DEFINITION:**

5 Under direction of the Assessment Manager, plans, directs, supervises and evaluates the work
6 of assigned staff in the performance or support of appraising real and personal property for tax
7 assessment purposes; performs a variety of complex appraisal duties; performs other related
8 duties as required.

9 **REPRESENTATIVE DUTIES:**

10 **(Not in Order of Importance)**

- 11 • Supervises, plans, directs and evaluates the work of assigned staff including appraisal,
12 technical and clerical staff; coordinates staff work assignments and reviews work to
13 ensure compliance with established laws, policies, standards and procedures; develops
14 and implements training; mentors staff; recommends disciplinary actions when
15 appropriate.
- 16 • Analyzes data used in setting standards.
- 17 • Reviews pending revisions to assessment rolls.
- 18 • Personally performs or directly supervises the most complex property appraisal activities
19 requiring broad knowledge and the ability to apply the principles, standards and
20 procedures of differing appraisal methods.
- 21 • Reviews staff work with taxpayers and explains the basis of property assessment.
- 22 • Participates in the development of programs, processes and policies.
- 23 • May direct the development of new systems to be used in the appraisal process.
- 24 • Presents cases and appears as a witness in equalization hearings before the Assessment
25 Appeals Board.
- 26 • Represents the Assessor at various meetings and speaking engagements.
- 27 • Prepares a variety of reports and correspondence; reviews and approves
28 correspondence of subordinate staff.
- 29 • May act for the Assessment Manager in his/her absence.

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- 30 • Implements County safety programs and ensures employee compliance with all safety
31 rules and regulations; responds to hazard reports; investigates and reports accidents
32 and injuries.

33 **EMPLOYMENT STANDARDS**

34 **Knowledge of:**

- 35 • Appraisal principles, methods, procedures, mathematics and terminology pertinent to
36 appraisal of real property for ad valorem property taxation
- 37 • Economics of value and price as they affect the valuation of real property
- 38 • Provisions of the California State Constitution and Revenue and Taxation Code
39 pertaining to the assessment of property for ad valorem taxation purposes
- 40 • Common methods of describing real property
- 41 • Building design and construction characteristics; building materials and costs
- 42 • Assessor's office organization, procedures and standards as well as strategic direction
43 and goals
- 44 • Principles of supervision, leadership and training
- 45 • Basic computer software including those applications pertinent to the appraisal of real
46 property and the use of spreadsheet programs
- 47 • Current technological developments and industry trends in area of expertise
- 48 • Interpersonal skills using tact, patience and courtesy
- 49 • Oral and written communication skills

50 **Ability to:**

- 51 • Plan, direct, supervise and evaluate the work of assigned staff
- 52 • Perform complex appraisal duties
- 53 • Independently analyze appraisal data and make proper determinations of value
- 54 • Interpret, apply and explain rules, laws, regulations, policies and procedures
- 55 • Maintain and establish consistency of standards, procedures and values
- 56 • Analyze appraisal problems, prepare sound recommendations and adopt effective
57 courses of action

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- 58 • Provide testimony and reports for equalization hearings before the Assessment Appeals
- 59 Board
- 60 • Prepare concise and accurate written and oral reports and correspondence
- 61 • Convey clear directions and encourage communication with and among staff
- 62 • Embrace and follow Assessor's Office policies, goals, Guiding Principles and Mission –
- 63 Vision - Values Statement
- 64 • Develop, encourage and maintain positive working relationships; communicate and work
- 65 effectively with others
- 66 • Motivate staff to achieve high performance standards
- 67 • Foster a spirit of teamwork and support when interacting with staff and others
- 68 • Operate a computer and assigned office equipment
- 69 • Maintain a safe and orderly work area

70 **EDUCATION/EXPERIENCE:**

71 Either A: Graduation from an accredited four-year college or university with a bachelor's
72 degree; OR B: Graduation from high school or possession of a G.E.D. certificate and four years
73 of job related, relevant experience as defined by the State of California Board of Equalization
74 Property Tax Rules, Chapter 1, Subchapter 2, Article 7, Rule 283 which includes Accountant,
75 Auditor, Real Property Appraiser, Building Cost Estimator, Engineer, Real Estate Loan Agent or
76 Underwriter, Right-of-Way Agent, Licensed Building Contractor, Real Estate Licensee Licensed
77 by the California Department of Real Estate, or any other experience approved in Rule 283.

78 In addition to either of the above: Six years of increasingly responsible professional-level
79 experience in appraising for assessment purposes in a California County Assessor's Office or an
80 equivalent position in a lending institution, private appraisal firm or in the property tax
81 department of the California State Board of Equalization. One year of the required experience
82 must be at the level of Appraiser III or equivalent.

83 **LICENSES/CERTIFICATES:**

84 A valid driver license is required at the time of application. A valid CALIFORNIA driver license is
85 required at the time of appointment and must be maintained throughout employment.

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86 In addition: An Advanced Appraiser's Certificate issued by the California State Board of
87 Equalization is required at the time of appointment and must be maintained throughout
88 employment.

89 This class specification generally describes the duties and responsibilities characteristic of the
90 position(s) within this class. The duties of a particular position within a multi-position class may
91 vary from the duties of other positions within the class. Accordingly, the essential duties of a
92 particular position (whether it be a multi-position class or a single-position class) will be
93 identified and used by medical examiners and hiring authorities in the selection process. This
94 information will also be made available for review at the time of any recruitment for that
95 position and at such other times as reasonably required.

96 Adopted: 1-16-74

97 Revised: 11-18-98

98 Revised: 03-25-09

99 Revised: 03-26-14

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Human Resources Department

SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz, Director

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110 • Telephone 805.781.5959
• Fax 805.781.1044
• Email HR@co.slo.ca.us

To: Civil Service Commission

From: Mark McKibben, Personnel Analyst

Date: March 26, 2014

Subject: New Classifications: Geographic Information Systems Analyst I, II, III
Senior Geographic Information Systems Analyst

Recommendations

It is recommended that the Commission approve the new classifications of Geographic Information Systems Analyst I, II, III and Senior Geographic Information Systems Analyst as presented.

Discussion

Geographic Information Systems (GIS) are an integrated system of computer hardware, software and trained personnel linking data that is geographically referenced. A common application of this technology is internet mapping applications that provide detailed images as well as access to supporting information. The county's application of GIS technology spans many departments, including as the Agriculture Commissioner, Assessor's Office, Clerk Recorder, General Services Agency, Health Agency, Public Works and Planning and Building.

The County's GIS Strategic Plan, authored by the Geographic Technologies Group determined that the County should move to an independent and decentralized structure to a more centralized and coordinated hybrid model. An initial step in implementing the multi-phase strategic plan was the establishment of the GIS Program Manager class which was approved by the Commission in 2012. The next implementation step is the approval of the GIS Analyst I, II, III class series and Senior GIS Analyst classifications. The class series will bring existing classifications of Mapping/Graphics Systems Specialists I, II, III, and Cadastral Mapping & Graphics Systems Specialists I, II, III under the single class specification of GIS Analyst I, II, III. Similarly, Mapping and Graphics Systems Supervisor and Cadastral Mapping Systems Supervisor will be replaced by the new classification of Senior GIS Analyst. Upon approval of the new specifications, HR will complete its review of the impacted positions and reclassify them as appropriate. Employees' whose positions are reclassified will be granted permanent status in the new classification under Civil Service Rule 5.50(a).

Attachments:
GIS Analyst I II III
Senior GIS Analyst

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1 **SAN LUIS OBISPO COUNTY**
2 **Human Resources Department**

3 Geographic Information Systems Analyst I II III
4 (Class Series)

5
6 **DEFINITION:**

7
8 Positions in this series perform a variety of professional, analytical and technical
9 duties in the development, application and support of the County's Geographic
10 Information Systems (GIS); collects, compiles and relates data from a variety of
11 geographically referenced sources including maps, surveys, historical documents
12 and global positioning systems; creates maps and other graphical reports for
13 property assessment, land use planning, transportation systems, environmental
14 information and other County and public purposes; performs other related duties
15 as assigned.

16 Positions may be assigned to an operating department and/or provide system
17 and program design activities in support of the countywide GIS.

18
19 **DISTINGUISHING CHARACTERISTICS:**

20
21 GIS Analyst I: This is the entry level class in the series. Under general
22 supervision, incumbents' primary job function is in the application of the County's
23 GIS, mapping and graphic communication programs; performs routine mapping
24 and graphic communication assignments; assist in the publishing of reports and
25 in the creation and maintenance of official maps, department documents and
26 graphic exhibits.

27
28 GIS Analyst II: This is the journey level class in the series. Under direction
29 incumbents perform more complex GIS analysis, create mapping applications
30 and perform systems management tasks; collects, develops and maintains GIS

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31 data, cartographic map products and graphic communication assignments. This
32 class is distinguished from the GIS Analyst I by the assignment of the full range
33 of duties, more difficult and complex work assignments and a higher level of
34 independence.

35

36 GIS Analyst III: This is the advanced journey level class in the series. Under
37 direction, incumbents perform the most complex GIS analysis, graphic
38 communication projects, create mapping applications and performs systems
39 management tasks; assists the GIS Program Manager and/or Senior GIS Analyst;
40 This class is distinguished from the GIS Analyst II by the assignment of the most
41 difficult and complex work and the highest level of independence in the series
42 and may be assigned as a leadworker over subordinate staff and provide input
43 on work performance.

44

45 REPRESENTATIVE DUTIES:

46 All LEVELS

47 (Not in order of importance)

48

- 49 • Provides GIS technical support, assistance and training to County staff on
50 GIS data access and use.
- 51 • Coordinates projects and tasks with department staff; monitors progress
52 and results.
- 53 • Creates graphic exhibits, department reports and maps.
- 54 • Develops GIS modeling and analyzes results derived from spatial
55 databases and external tables using GIS software and other related
56 mapping software and tools.
- 57 • Models map layers, performs spatial analysis, generates reports, and
58 performs quality control procedures using GIS software.
- 59 • May conduct fieldwork to map, assess, and record spatial data using a
60 Geographic Positioning System (GPS) unit as needed.

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- 61 • Researches, collects, creates, updates and integrates information and data
- 62 from various spatial and non-spatial sources.
- 63 • Researches and interprets parcel boundary and title information from
- 64 recorded deeds, subdivision maps and engineering surveys.
- 65 • Assists the public in locating information related to property surveys,
- 66 boundaries, easements, ownerships, roads, zoning and similar matters;
- 67 answers fundamental inquiries related to mapping.
- 68 • Designs applications and utilities to automate GIS tasks and integrate new
- 69 and existing systems.
- 70 • Provides high-quality cartographic maps for customers and for use in staff
- 71 presentations.

72 In addition: GIS Analyst III

- 73 • May direct and review the work of others on as a project lead or as
- 74 otherwise assigned.
- 75 • May assist the GIS Program Manager on enterprise GIS initiatives.
- 76 • Reviews work of others for compliance with established standards,
- 77 procedures and practices consistent with County ordinances and State and
- 78 Federal requirements.

79

80 EMPLOYMENT STANDARDS:

81

82 Knowledge of:

- 83 • Standard office equipment, computer applications and computer- aided
- 84 design software
- 85 • GIS and cartographic principles, terminology, methods and programs
- 86 • Spatial and geographic data resources and geographic data analysis and
- 87 modeling techniques
- 88 • Standards, procedures and practices of the use of GIS data in compliance
- 89 with applicable County ordinances and State and Federal requirements
- 90 • Principles of database management related to GIS

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- 91 • Map projections and coordinate systems
- 92 • Data collection techniques using Global Positioning Systems
- 93 • Project management methodologies and practices
- 94 • Conventional and internet publication practices
- 95 • Data dictionaries and metadata
- 96 • Principles of aerial imagery identification and interpretation
- 97 • Effective techniques of written and verbal communication
- 98 • Office procedures and policies
- 99
- 100 Ability to:
- 101 • Use GIS, web design and graphic communications programs
- 102 • Work with GIS system applications, environments and interfaces and
- 103 related hardware
- 104 • Read and interpret complex GIS technical documentation and technical
- 105 reports
- 106 • Design and prepare accurate, presentable cartographic maps graphic
- 107 products, reports and documents
- 108 • Produce materials suitable for conventional and internet publication
- 109 • Perform GIS and computer-aided mapping analyses and modeling
- 110 • Make mathematic and database computations
- 111 • Follow written and verbal direction
- 112 • Estimate and complete projects in a timely manner
- 113 • Provide effective training to staff
- 114 • Maintain knowledge related to emerging technologies and adapt to
- 115 changing technology and constraints
- 116 • Operate standard office equipment including a computer and assigned
- 117 specialty software
- 118 • Work effectively and tactfully with other staff, public agencies, the general
- 119 public and advisory committees Communicate effectively, both verbally
- 120 and in writing

- 121 • Foster a spirit of teamwork and support when interacting with staff and
122 others
- 123 • Review the work of others and provide input on staff performance
- 124 • Compile, organize and summarize information accurately in graphic and
125 written form
- 126 • Learn, interpret, apply and explain departmental policies and procedures,
127 rules, laws and regulations
- 128 • Work effectively in an environment that includes pressure to meet time
129 sensitive deadlines and critical review of work product.
- 130 • Support and follow department policies, goals, guiding principles, and
131 Mission-Vision-Values Statement

132 **EDUCATION AND EXPERIENCE:**

133

134 GIS Analyst I: An Associate's degree or 60 semester or 90 quarter units from an
135 accredited college or university in GIS, Cartography, Geography, Computer
136 Science, Engineering, Planning, or other GIS related field. (Job-related
137 experience may substitute for the required education on a year-for-year basis.)

138 GIS Analyst II: Either A: Bachelor's degree in GIS, Cartography, Geography,
139 Computer Science, Engineering, Planning, or other GIS related field. OR B: An
140 associate's degree or 60 semester units or 90 quarter units from an accredited
141 college or university in any of the fields listed above and two years of experience
142 related to geographic information systems or computer-aided mapping. (Job-
143 related experience may substitute for the required education on a year-for-year
144 basis.)

145 GIS Analyst III: Either A: Bachelor's degree in GIS, Cartography, Geography,
146 Computer Science, Engineering, Planning, or other GIS related field and two
147 years of experience related to geographic information systems or computer-aided

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148 mapping. OR B: An associate's degree or 60 semester units or 90 quarter units
149 from an accredited college or university in any of the fields listed above and four
150 years of experience related to geographic information systems or computer-aided
151 mapping. (Job-related experience may substitute for the required education on a
152 year-for-year basis.)

153

154 LICENSES/CERTIFICATES:

155 Certain positions in this classification may require driving. When driving is an
156 essential function of the position, a valid CALIFORNIA driver's license will be
157 required at the time of appointment and must be maintained throughout
158 employment.

159 OTHER CONDITIONS OF EMPLOYMENT:

160 Employees must be willing and able to respond to after-normal workday or
161 irregular emergency requests on nights, weekends, and holidays.

162

163 This class specification generally describes the duties and responsibilities
164 characteristic of the position(s) within this class. The duties of a particular
165 position within a multi-position class may vary from the duties of other positions
166 within the class. Accordingly, the essential duties of a particular position
167 (whether it be a multi-position class or a single-position class) will be identified
168 and used by medical examiners and hiring authorities in the selection process.
169 This information will also be made available for review at the time of any
170 recruitment for that position and at such other times as reasonably required.

171

172 SUBCLASS RECRUITMENT:

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174 Recruitment for positions in this class series may be conducted according to the
175 specialized qualifications of the position as determined by department
176 management.
177

1 **SAN LUIS OBISPO COUNTY**
2 **Human Resources Department**

3 Senior Geographic Information Systems Analyst
4

5 **DEFINITION:**
6

7 Under direction, performs complex Geographic Information Systems (GIS) analysis,
8 cartographic mapping, graphic communication, and systems management duties;
9 Incumbents in this professional level class determine departmental needs, goals and
10 objectives related to GIS activities; assists GIS Program Manager on enterprise GIS
11 initiatives; may supervise GIS Analysts and performs other duties as assigned.
12

13 **DISTINGUISHING CHARACTERISTICS:**
14

15 Senior Geographic Information Systems (GIS) Analyst is not part of the GIS Analyst
16 class series. This class is the advanced professional level classification and is
17 distinguished from the higher level GIS Program Manager in that the Senior GIS Analyst
18 is responsible for Department level GIS activities and supporting the GIS enterprise,
19 whereas the GIS Program Manager has overall responsibility for the coordination of
20 countywide GIS activities.
21

22 **REPRESENTATIVE DUTIES:**

23 (Not in order of importance)
24

- 25 • Provides advanced technical support, assistance and training to County staff on
26 GIS data access and use.
- 27 • Develops complex GIS modeling and analysis using generated or acquired
28 datasets.
- 29 • Develops GIS modeling and analyzes results derived from spatial databases and
30 external tables using GIS software and other related mapping software and tools.

- 31 • Models map layers, performs spatial analysis, generates reports, and performs
- 32 quality control procedures using GIS software.
- 33 • Oversees fieldwork to map, assess, and record spatial data using a Geographic
- 34 Positioning System (GPS) unit as needed.
- 35 • Collaborates with other county departments on projects and data
- 36 • Researches, collects, creates, updates, and integrates information and data from
- 37 various spatial and non-spatial sources
- 38 • Reviews work for compliance with established standards, procedures and
- 39 practices consistent with County ordinances and State and Federal requirements.
- 40 • Reviews research compiled by subordinates and interprets parcel boundary and
- 41 title information from recorded deeds, subdivision maps and engineering surveys
- 42 • Assists the public and County staff in locating information related to property
- 43 surveys, boundaries, easements, ownerships, roads, zoning and similar matters;
- 44 answers fundamental inquiries related to mapping.
- 45 • Designs applications and utilities to automate GIS tasks and integrate new and
- 46 existing systems.
- 47 • Creates and maintains department maps and GIS data in compliance with
- 48 established standards, procedures and practices consistent with County
- 49 ordinances State and Federal requirements.
- 50 • Provides high quality cartographic maps for customers and staff presentations.
- 51 • Directs staff, providing technical support and training in the use of departmental
- 52 computer systems and equipment related to GIS; coordinates maintenance of
- 53 mapping applications
- 54 • Writes proposals and administers consultant contracts.
- 55 • Identifies and defines GIS technology trends, products and concepts to improve
- 56 County business processes.
- 57 • Develops required process changes due to changing GIS technologies.
- 58 • Integrates GIS with other departmental and enterprise IT systems.

- 59 • Plans, organizes, assigns and evaluates the work of assigned, staff establishes
60 work standards and evaluates performance, makes recommendations to
61 appointing authority regarding selection, discipline and termination.

62

63 EMPLOYMENT STANDARDS:

64

65 Knowledge of:

- 66 • Thorough knowledge of personal computers, their operation, terminology,
67 hardware, software and operating systems
- 68 • Principles and practices of the design, development and implementation of GIS,
69 including the production of digitized and hard copy maps and statistical data
- 70 • Spatial and geographic data resources, cartographic principles and geographic
71 data analysis techniques
- 72 • GIS related programs, methods, terminology and database management
- 73 • Standards, procedures and practices of the use of GIS data in compliance
- 74 • Applicable County ordinances and State and Federal requirements
- 75 • Map projections and coordinate systems
- 76 • Global Positioning Systems data collection techniques
- 77 • Project management methodologies and practices
- 78 • Data dictionaries and metadata
- 79 • Accepted methods of employee training supervision and work planning

80 Ability to:

- 81 • Supervise, train and evaluate the performance of assigned personnel
- 82 • Plan, design, coordinate and implement effective GIS applications
- 83 • Work with GIS system applications, environments and interfaces and related
84 hardware
- 85 • Read and interpret complex GIS technical documentation and technical reports
- 86 • Design and prepare accurate, presentable cartographic maps and graphic
87 products, reports and documents
- 88 • Produce materials suitable for conventional and internet publication

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- 89 • Perform GIS and computer-aided mapping analyses and modeling
- 90 • Communicate effectively, both verbally and in writing
- 91 • Estimate and meet project time lines
- 92 • Complete concurrent projects in a timely manner
- 93 • Provide effective mentoring and training to others
- 94 • Operate standard office equipment including a computer and assigned specialty
- 95 software
- 96 • Work effectively and tactfully with other staff, public agencies, the general public
- 97 and advisory committees
- 98 • Foster a spirit of teamwork and support when interacting with staff and others
- 99 • Maintain knowledge of emerging technologies and adapt to changing technology
- 100 and constraints
- 101 • Compile, organize and summarize information accurately in graphic and written
- 102 form
- 103 • Learn, interpret, apply and explain departmental policies and procedures, rules,
- 104 laws and regulations
- 105 • Work effectively in an environment that includes pressure to meet time sensitive
- 106 deadlines and critical review of work product.
- 107 • Support and follow department policies, goals, guiding principles, and Mission-
- 108 Vision-Values Statement

109

110 EDUCATION AND EXPERIENCE:

111

112 Graduation from an accredited four-year college or university with a degree in GIS,
113 Cartography, Geography, Computer Science, Engineering, Planning, or other GIS related
114 field (Job-related experience may substitute for the required education on a year-for-
115 year basis.); AND four years of experience of increasing responsibility related to
116 geographic information systems or computer-aided mapping. One year of the required

117 experience must be at the level of a GIS Analyst III or equivalent position. OR B: An
118 Associate's degree or 60 semester units or 90 quarter units from an accredited college
119 or university or completion from a job-related, accredited vocational institution; .); AND
120 four years of experience of increasing responsibility related to geographic information
121 systems or computer-aided mapping. One year of the required experience must be at
122 the level of a GIS Analyst III or equivalent position.

123 **LICENSES/CERTIFICATES:**

124 Certain positions in this classification may require driving. When driving is an essential
125 function of the position, a valid **CALIFORNIA** driver license will be required at the time
126 of appointment and must be maintained throughout employment.

127 **OTHER CONDITIONS OF EMPLOYMENT:**

128 Employees must be willing and able to respond to after-normal workday or irregular
129 and emergency requests on nights, weekends, and holidays.

130
131 This class specification generally describes the duties and responsibilities characteristic
132 of the position(s) within this class. The duties of a particular position within a multi-
133 position class may vary from the duties of other positions within the class. Accordingly,
134 the essential duties of a particular position (whether it be a multi-position class or a
135 single-position class) will be identified and used by medical examiners and hiring
136 authorities in the selection process. This information will also be made available for
137 review at the time of any recruitment for that position and at such other times as
138 reasonably required.

139
140 **SUBCLASS RECRUITMENT:**

141
142 Recruitment for positions in this classification or career series may be conducted
143 according to the specialized qualifications of the position as determined by department
144 management.