Civil Service Commission

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

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

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.
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.
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.
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:\12_HR_Services\Classification\Specs\ANALYST WORKING DOCUMENTS\A-C\Appraiser CSC March 26\Appraiser series & Supv Appraiser CSC Cover Letter.docx
Supervising Appraiser – track changes
Supervising Appraiser – final draft

Appraiser Trainee, I, II, III – track changes
Appraiser Trainee, I, II, III – final draft
SAN LUIS OBISPO COUNTY
HUMAN RESOURCES DEPARTMENT

APPRAISER TRAINEE, I, II & III
(Class Series)

DEFINITION:

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

DISTINGUISHING CHARACTERISTICS:

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

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

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

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

REPRESENTATIVE DUTIES:

(Not in order of importance)
• Collects and analyzes data to determine market value of properties as a result of changes in ownership, new construction, improvements, alterations, additions, removals, damages or changes in land-use, zoning or other factors affecting property value.

• Utilizes information on construction costs, sales, rents, leases, business income and expenses in determining cost trends and unit cost factors; determines depreciation factors and their effects on market value.

• Performs onsite inspection of properties to measure, plot and describe land and improvements; identifies significant characteristics including quality and use.

• Gathers and assembles information to be used in setting assessment standards and values.

• Reads and interprets legal descriptions, blueprints and assessor maps.

• Answers taxpayer inquiries concerning assessment laws, values, appraisal methods, billing and assessment issues. Investigates complaints and takes appropriate action as directed.

• May assist or lead in the development of new systems, workflow, procedures or policies to be used in the Assessor’s Office.

• May be called upon to assist, coordinate or serve on special projects and/or teams.

• Presents cases and appears as a witness in equalization hearings before the Assessment Appeals Board.

• May train and mentor subordinate appraisal staff.

• Prepares a variety of reports and correspondence.

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

• Building design and construction characteristics; building materials and costs

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

**Ability to:**

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

**EDUCATION/EXPERIENCE:**

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

In Addition to the above:

Appraiser Trainee: No additional experience necessary.

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

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

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

LICENSES/CERTIFICATES:

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

In addition to the above:

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

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

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

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

Adopted: 01-16-90
Revised: 11-18-98
Revised: 03-25-09
SAN LUIS OBISPO COUNTY
HUMAN RESOURCES DEPARTMENT

APPRAISER TRAINEE, I, II & III
(Class Series)

DEFINITION:

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

DISTINGUISHING CHARACTERISTICS:

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

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

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

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

REPRESENTATIVE DUTIES:

(Not in order of importance)
• Collects and analyzes data to determine market value of properties as a result of changes in ownership, new construction, improvements, alterations, additions, removals, damages or changes in land-use, zoning or other factors affecting property value.
• Utilizes information on construction costs, sales, rents, leases, business income and expenses in determining cost trends and unit cost factors; determines depreciation factors and their effects on market value.
• Performs onsite inspection of properties to measure, plot and describe land and improvements; identifies significant characteristics including quality and use.
• Gathers and assembles information to be used in setting assessment standards and values.
• Reads and interprets legal descriptions, blueprints and assessor maps.
• Answers taxpayer inquiries concerning assessment laws, values, appraisal methods, billing and assessment issues. Investigates complaints and takes appropriate action as directed.
• May assist or lead in the development of new systems, workflow, procedures or policies to be used in the Assessor's Office.
• May be called upon to assist, coordinate or serve on special projects and/or teams.
• Presents cases and appears as a witness in equalization hearings before the Assessment Appeals Board.
• May train and mentor subordinate appraisal staff.
• Prepares a variety of reports and correspondence.

**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
• Building design and construction characteristics; building materials and costs
• 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
• Basic computer software including those applications pertinent to the appraisal of real
property and the use of spreadsheet programs
• Assessor’s office organization, procedures and standards as well as strategic direction
and goals
• Current technological developments and industry trends in area of expertise
• Interpersonal skills using tact, patience and courtesy
• Oral and written communication skills
• Principles of leadership and training

**Ability to:**

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

**EDUCATION/EXPERIENCE:**

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

In Addition to the above:

Appraiser Trainee: No additional experience necessary.

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

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

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

LICENSES/CERTIFICATES:

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

In addition to the above:

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

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

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

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

Adopted: 01-16-90

Revised: 11-18-98

Revised: 03-25-09
SAN LUIS OBISPO COUNTY
HUMAN RESOURCES DEPARTMENT

SUPERVISING APPRAISER

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

REPRESENTATIVE DUTIES:

(Not in Order of Importance)

- Supervises, plans, directs and evaluates the work of assigned staff including appraisal,
technical and clerical staff; coordinates staff work assignments and reviews work to
ensure compliance with established laws, policies, standards and procedures; develops
and implements training; mentors staff; recommends disciplinary actions when
appropriate.
- Analyzes data used in setting standards.
- Reviews pending revisions to assessment rolls.
- Personally performs or directly supervises the most complex property appraisal activities
requiring broad knowledge and the ability to apply the principles, standards and
procedures of differing appraisal methods.
- Reviews staff work with taxpayers and explains the basis of property assessment.
- Participates in the development of programs, processes and policies.
- May direct the development of new systems to be used in the appraisal process.
- Presents cases and appears as a witness in equalization hearings before the Assessment
Appeals Board.
- Represents the Assessor at various meetings and speaking engagements.
- Prepares a variety of reports and correspondence; reviews and approves
correspondence of subordinate staff.
- May act for the Assessment Manager in his/her absence.
• 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
- Provide testimony and reports for equalization hearings before the Assessment Appeals Board
- Prepare concise and accurate written and oral reports and correspondence
- Convey clear directions and encourage communication with and among staff
- Embrace and follow Assessor's Office policies, goals, Guiding Principles and Mission - Vision - Values Statement
- Develop, encourage and maintain positive working relationships; communicate and work effectively with others
- Motivate staff to achieve high performance standards
- Foster a spirit of teamwork and support when interacting with staff and others
- Operate a computer and assigned office equipment
- Maintain a safe and orderly work area

EDUCATION/EXPERIENCE:

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

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

LICENSES/CERTIFICATES:

A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.
In addition: An Advanced Appraiser’s Certificate issued by the California State Board of Equalization is required at the time of appointment and must be maintained throughout employment.

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

Adopted: 1-16-74

Revised: 11-18-98

Revised: 03-25-09

Revised: 03-26-14
SAN LUIS OBISPO COUNTY
HUMAN RESOURCES DEPARTMENT

SUPERVISING APPRAISER

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

REPRESENTATIVE DUTIES:
(Not in Order of Importance)

- Supervises, plans, directs and evaluates the work of assigned staff including appraisal, technical and clerical staff; coordinates staff work assignments and reviews work to ensure compliance with established laws, policies, standards and procedures; develops and implements training; mentors staff; recommends disciplinary actions when appropriate.
- Analyzes data used in setting standards.
- Reviews pending revisions to assessment rolls.
- Personally performs or directly supervises the most complex property appraisal activities requiring broad knowledge and the ability to apply the principles, standards and procedures of differing appraisal methods.
- Reviews staff work with taxpayers and explains the basis of property assessment.
- Participates in the development of programs, processes and policies.
- May direct the development of new systems to be used in the appraisal process.
- Presents cases and appears as a witness in equalization hearings before the Assessment Appeals Board.
- Represents the Assessor at various meetings and speaking engagements.
- Prepares a variety of reports and correspondence; reviews and approves correspondence of subordinate staff.
- May act for the Assessment Manager in his/her absence.
• 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
• 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
• Provide testimony and reports for equalization hearings before the Assessment Appeals Board
• Prepare concise and accurate written and oral reports and correspondence
• Convey clear directions and encourage communication with and among staff
• Embrace and follow Assessor’s Office policies, goals, Guiding Principles and Mission – Vision - Values Statement
• Develop, encourage and maintain positive working relationships; communicate and work effectively with others
• Motivate staff to achieve high performance standards
• Foster a spirit of teamwork and support when interacting with staff and others
• Operate a computer and assigned office equipment
• Maintain a safe and orderly work area

EDUCATION/EXPERIENCE:

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

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

LICENSES/CERTIFICATES:

A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.
In addition: An Advanced Appraiser’s Certificate issued by the California State Board of Equalization is required at the time of appointment and must be maintained throughout employment.

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

Adopted: 1-16-74

Revised: 11-18-98

Revised: 03-25-09

Revised: 03-26-14
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
SAN LUIS OBISPO COUNTY

Human Resources Department

Geographic Information Systems Analyst I II III
(Class Series)

DEFINITION:

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

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

DISTINGUISHING CHARACTERISTICS:

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

GIS Analyst II: This is the journey level class in the series. Under direction incumbents perform more complex GIS analysis, create mapping applications and perform systems management tasks; collects, develops and maintains GIS
data, cartographic map products and graphic communication assignments. This
class is distinguished from the GIS Analyst I by the assignment of the full range
of duties, more difficult and complex work assignments and a higher level of
independence.

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

REPRESENTATIVE DUTIES:
All LEVELS
(Not in order of importance)

- Provides GIS technical support, assistance and training to County staff on
  GIS data access and use.
- Coordinates projects and tasks with department staff; monitors progress
  and results.
- Creates graphic exhibits, department reports and maps.
- Develops GIS modeling and analyzes results derived from spatial
databases and external tables using GIS software and other related
mapping software and tools.
- Models map layers, performs spatial analysis, generates reports, and
  performs quality control procedures using GIS software.
- May conduct fieldwork to map, assess, and record spatial data using a
  Geographic Positioning System (GPS) unit as needed.
- Researches, collects, creates, updates and integrates information and data from various spatial and non-spatial sources.
- Researches and interprets parcel boundary and title information from recorded deeds, subdivision maps and engineering surveys.
- Assists the public in locating information related to property surveys, boundaries, easements, ownerships, roads, zoning and similar matters; answers fundamental inquiries related to mapping.
- Designs applications and utilities to automate GIS tasks and integrate new and existing systems.
- Provides high-quality cartographic maps for customers and for use in staff presentations.

In addition: GIS Analyst III
- May direct and review the work of others on as a project lead or as otherwise assigned.
- May assist the GIS Program Manager on enterprise GIS initiatives.
- Reviews work of others for compliance with established standards, procedures and practices consistent with County ordinances and State and Federal requirements.

EMPLOYMENT STANDARDS:

Knowledge of:
- Standard office equipment, computer applications and computer-aided design software
- GIS and cartographic principles, terminology, methods and programs
- Spatial and geographic data resources and geographic data analysis and modeling techniques
- Standards, procedures and practices of the use of GIS data in compliance with applicable County ordinances and State and Federal requirements
- Principles of database management related to GIS
• Map projections and coordinate systems
• Data collection techniques using Global Positioning Systems
• Project management methodologies and practices
• Conventional and internet publication practices
• Data dictionaries and metadata
• Principles of aerial imagery identification and interpretation
• Effective techniques of written and verbal communication
• Office procedures and policies

Ability to:
• Use GIS, web design and graphic communications programs
• Work with GIS system applications, environments and interfaces and related hardware
• Read and interpret complex GIS technical documentation and technical reports
• Design and prepare accurate, presentable cartographic maps graphic products, reports and documents
• Produce materials suitable for conventional and internet publication
• Perform GIS and computer-aided mapping analyses and modeling
• Make mathematic and database computations
• Follow written and verbal direction
• Estimate and complete projects in a timely manner
• Provide effective training to staff
• Maintain knowledge related to emerging technologies and adapt to changing technology and constraints
• Operate standard office equipment including a computer and assigned specialty software
• Work effectively and tactfully with other staff, public agencies, the general public and advisory committees Communicate effectively, both verbally and in writing
• Foster a spirit of teamwork and support when interacting with staff and others
• Review the work of others and provide input on staff performance
• Compile, organize and summarize information accurately in graphic and written form
• Learn, interpret, apply and explain departmental policies and procedures, rules, laws and regulations
• Work effectively in an environment that includes pressure to meet time sensitive deadlines and critical review of work product.
• Support and follow department policies, goals, guiding principles, and Mission-Vision-Values Statement

EDUCATION AND EXPERIENCE:

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

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

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

LICENSES/CERTIFICATES:

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

OTHER CONDITIONS OF EMPLOYMENT:

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

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

SUBCLASS RECRUITMENT:
Recruitment for positions in this class series may be conducted according to the specialized qualifications of the position as determined by department management.
SAN LUIS OBISPO COUNTY

Human Resources Department

Senior Geographic Information Systems Analyst

DEFINITION:

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

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Provides advanced technical support, assistance and training to County staff on GIS data access and use.
- Develops complex GIS modeling and analysis using generated or acquired datasets.
- Develops GIS modeling and analyzes results derived from spatial databases and external tables using GIS software and other related mapping software and tools.
- Models map layers, performs spatial analysis, generates reports, and performs quality control procedures using GIS software.
- Oversees fieldwork to map, assess, and record spatial data using a Geographic Positioning System (GPS) unit as needed.
- Collaborates with other county departments on projects and data
- Researches, collects, creates, updates, and integrates information and data from various spatial and non-spatial sources
- Reviews work for compliance with established standards, procedures and practices consistent with County ordinances and State and Federal requirements.
- Reviews research compiled by subordinates and interprets parcel boundary and title information from recorded deeds, subdivision maps and engineering surveys
- Assists the public and County staff in locating information related to property surveys, boundaries, easements, ownerships, roads, zoning and similar matters; answers fundamental inquiries related to mapping.
- Designs applications and utilities to automate GIS tasks and integrate new and existing systems.
- Creates and maintains department maps and GIS data in compliance with established standards, procedures and practices consistent with County ordinances State and Federal requirements.
- Provides high quality cartographic maps for customers and staff presentations.
- Directs staff, providing technical support and training in the use of departmental computer systems and equipment related to GIS; coordinates maintenance of mapping applications
- Writes proposals and administers consultant contracts.
- Identifies and defines GIS technology trends, products and concepts to improve County business processes.
- Develops required process changes due to changing GIS technologies.
- Integrates GIS with other departmental and enterprise IT systems.
Plans, organizes, assigns and evaluates the work of assigned, staff establishes work standards and evaluates performance, makes recommendations to appointing authority regarding selection, discipline and termination.

EMPLOYMENT STANDARDS:

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

Ability to:
- Supervise, train and evaluate the performance of assigned personnel
- Plan, design, coordinate and implement effective GIS applications
- Work with GIS system applications, environments and interfaces and related hardware
- Read and interpret complex GIS technical documentation and technical reports
- Design and prepare accurate, presentable cartographic maps and graphic products, reports and documents
- Produce materials suitable for conventional and internet publication
- Perform GIS and computer-aided mapping analyses and modeling
- Communicate effectively, both verbally and in writing
- Estimate and meet project time lines
- Complete concurrent projects in a timely manner
- Provide effective mentoring and training to others
- Operate standard office equipment including a computer and assigned specialty software
- Work effectively and tactfully with other staff, public agencies, the general public and advisory committees
- Foster a spirit of teamwork and support when interacting with staff and others
- Maintain knowledge of emerging technologies and adapt to changing technology and constraints
- Compile, organize and summarize information accurately in graphic and written form
- Learn, interpret, apply and explain departmental policies and procedures, rules, laws and regulations
- Work effectively in an environment that includes pressure to meet time sensitive deadlines and critical review of work product.
- Support and follow department policies, goals, guiding principles, and Mission-Vision-Values Statement

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a degree in GIS, Cartography, Geography, Computer Science, Engineering, Planning, or other GIS related field (Job-related experience may substitute for the required education on a year-for-year basis.); AND four years of experience of increasing responsibility related to geographic information systems or computer-aided mapping. One year of the required
experience must be at the level of a GIS Analyst III or equivalent position. OR B: An
Associate’s degree or 60 semester units or 90 quarter units from an accredited college
or university or completion from a job-related, accredited vocational institution; ). AND
four years of experience of increasing responsibility related to geographic information
systems or computer-aided mapping. One year of the required experience must be at
the level of a GIS Analyst III or equivalent position.

LICENSES/CERTIFICATES:

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

OTHER CONDITIONS OF EMPLOYMENT:

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

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

SUBCLASS RECRUITMENT:

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