



Human Resources Office

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MEMORANDUM

Date: February 24, 2021
To: Finance & Administrative Services Committee
Through: Gary Gibson, County Administrator
From: John Light, Director of Human Resources
Subject: CCAO Reorganization

Issue

The Chief County Assessment Officer and I took another look at the design and workflows of the Assessor's Office and we have concluded if we are allowed to make changes to positions we could reduce vacant positions (headcount), improve operations and save money.

Analysis

Our analysis of the Department began after we had an unsuccessful recruitment for a Principal Appraiser (only received eight 8 applicants). Not wanting to repeat the same process we determined there was capacity within three existing positions to take on the work, but since the work was of a different nature, required formal training or was more complex we would need to reclassify the three positions to fairly compensate the employees for the extra work.

Recommendation/Action Requested

We recommend the Committee vote to authorize the Director of Human Resources to reclassify the following positions and modify the position inventory to reflect the following:

- Position 23018 Principal Appraiser to a PTAB Case Coordinator
- Position 23015 Mass Appraisal Specialist from a K6 to a K8
- Position 23012 Chief Appraiser from a M8 to a M9.

The budget and position inventory effects of this decision would be:

- Annual savings of approximately \$7,000.
- Neutral impact upon headcount.

Before

Position Name	Grade Level	Org Name	Occupant Assg Cat	Hours	Annual	Hire Date
Chief Appraiser	M8.Salary	Supervisor of Assessments Dept	Full-Time Regular	2080	\$ 84,999.98	7/27/2020
Mass Appraisal Specialist	K6.Salary	Supervisor of Assessments Dept	Full-Time Regular	2080	\$ 56,672.98	6/10/2019
Principal Appraiser	K6.Salary	Supervisor of Assessments Dept	Full-Time Regular	2080	\$ 64,286.30	
Admin Research Specialist	S4.Hourly	Supervisor of Assessments Dept	Full-Time Regular	1950	\$ 39,121.58	2/26/2020
				Total	\$ 245,080.84	

After

Position Name	Grade Level	Org Name	Occupant Assg Cat	Hours	Annual	Hire Date
Chief Appraiser	M9.Salary	Supervisor of Assessments Dept	Full-Time Regular	2080	\$ 89,250.00	7/27/2020
Mass Appraisal Specialist	K8.Salary	Supervisor of Assessments Dept	Full-Time Regular	2080	\$ 67,208.06	6/10/2019
PTAB Case Coordinator	S5.Hourly	Supervisor of Assessments Dept	Full-Time Regular	1950	\$ 43,251.00	2/26/2020
Admin Research Specialist	S4.Hourly	Supervisor of Assessments Dept	Full-Time Regular	1950	\$ 38,317.50	
				Total	\$ 238,026.56	