City and County of San Francisco Department of Human Resources
Eligible List

List ID:	055891 Permanent PBT			**List Type:**	
Class:	4260 Real Prop Appraiser Trainee			**Scope:**	
Working Title:					
Post:	1/11/2010	**Cert Rule:**	Rule of Three Scores	**Duration:**	24 months
Inspection Start:	1/4/2010	**Inspection End:**	1/8/2010	**Adoption:**	1/11/2010

Rank	Score	Last Name	First Name	Middle
1	1000	HUI	HELEN	M
2	969	LANDREGAN	TIMOTHY	M
3	957	NETTLES	GARRY	M
4	952	HELD	TROY	M
5	929	SIN	RICHARD	
6	920	LEE	MICHAEL	P
6	920	TRAN	JACK	
7	917	IKEDA	CHANDA	J
8	899	VILELA	JASSIE	
9	897	MATHER	EVAN	K
10	896	ROSE	SUZANNE	M
11	886	HUNG	ALEXANDER	
12	885	STRADLEY	DAVID	A
12	885	UY	JOSEPH-RYAN	V
13	880	DUAN	LEON	
13	880	WONG	FAN-WA	
14	872	ESPRIELLA	SERGIO	D
15	870	DULDULAO	LORI	
16	864	TEJANO	EDGAR	
17	862	COE	NATALIE	C
18	860	PARKER	ELEANOR	L
19	859	TOM	ARTHUR	M
20	858	SULLIVAN	JULIA	E
21	855	FORD	PHILLIP	R
22	852	HUFFINE	DIANE	
23	851	BUFKA	KAROLINA	
24	845	DAZA	SHELLEY	
25	843	MILESTONE	THERESE	M
26	841	NORTON	TIMOTHY	
27	835	BENSON	CHERYL	F
27	835	QUINONES	MARIA	D
28	830	WONG	LENA	
29	828	WU	WILLIAM	
30	824	KEOWN	PETER	H
30	824	URBAN	GLENN	H

31	821	ESTACIO	ANTHONY	D
32	820	SUMBUL	MURAT	
33	815	DENG	XIAOJIAN	
34	814	WU	CALVIN	C
35	809	GARCIA	KRISTOFFER	
36	804	GYSIN	WARNER	
36	804	WONG	ELIZABETH	Y
37	801	CHIN	CALMAN	
38	799	BONNEY	LEON	
38	799	BRYANT	JOSEPH	J
38	799	O'BRIEN	SHARON	L
39	798	LI	EMILY	
40	795	TUAN	KE	
41	790	MOUREAU	MARGARET	R
42	789	HALAVANAU	YAUHENI (EVGENI)	V
43	788	GONZALEZ	YAZMIN	R
44	784	JOHNS	DAVID	
45	783	VIRTUE	PAUL	A
46	782	WOO	GARLAND	J
47	781	KINGHORNE	LAKETA	I
48	771	CHAN	FRANCIS	K
48	771	HUEY	TERENCE	
49	769	HUANG	JIE LU	
50	765	LOUIE	MICHAEL	J
51	760	LIN	TONY	
52	748	BAHADOR	JALEH	B
53	738	CHIN	DAVID	
54	736	MALMAN	GREGORY	J
55	722	LEE	CHERRY	
56	717	VOLYNETS	OLENA	
57	700	GIANG	KEVIN	

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SAN FRANCISCO

4260 Real Property Appraiser Trainee
Recruitment #PBT-4260-055891

Department:	**Assessor-Recorder's Office**
Date Opened:	**10/28/2009 4:00:00 PM**
Filing Deadline:	**11/3/2009 5:00:00 PM**
Salary:	**4,136.00 - $5,024.00/month; $49,634.00 - $60,294.00/year**
Job Type:	**Permanent PBT**
Employment Type:	**Full-Time**

Go Back View Benefits

INTRODUCTION

This is a Position-Based Test conducted in accordance with Civil Service Rule 111A. The current position(s) are located at the Assessor-Recorder's Office (ASR). The eligible list resulting from this examination may be utilized for future positions in this class in other City departments.

The Assessor-Recorder is an elected official in the City and County, and serves for four-year terms. The Office of the Assessor is combined with the City Recorder. The current Assessor-Recorder, Phil Ting, took office in July, 2005. The function of the Assessor-Recorder's Office is to locate and identify all taxable property in the City and County. It ensures efficient, fair and accurate property assessments, and produces the property assessment roll in accordance with California state law. The Recorder maintains official records of the city, such as marriage licenses and property maps. Please visit the city's website for additional information on the City and County of San Francisco at tap://www.sfgov.org, and the Assessor-Recorder's Office at http://www.sfgov.org/site/assessor_index.asp.

POSITION DESCRIPTION

Under immediate supervision in the Office of the Assessor-Recorder, the 4260 Real Property Appraiser Trainee is the entry level class in this professional series. The essential functions of the class include: analyzing information from a variety of sources to update information on land and/or improvements to be used for taxation purposes; analyzing sales and economic factors within assigned districts for assessment purposes; estimating property value to estimate the taxable value of properties within a district to comply with the Revenue and Taxation Code; investigating complaints on assessments from property owners; making recommendations regarding resolution of complaints; making and recommending changes in valuation, orally and in writing; preparing various records and reports related to appraisal of all classes of real property; responding to inquiries from the general public regarding property assessment matters; and performing other related duties as required. Trainees in this classification may be required to conduct visits to construction sites to obtain information for appraisal purposes.

Working Conditions

Real Property Appraiser Trainees must be able to climb stairs and walk over uneven and/or steep surfaces and may occasionally be exposed to unfavorable weather conditions and hazards when conducting site visits. The duties of this class require extensive use of personal computers with various software applications. Trainees are required to drive their own vehicle (mileage allowance given) to job sites.

4260 REAL PROPERTY APPRAISER TRAINEE TRAINING PROGRAM

Trainees receive instruction and will initially work with higher level appraising staff. Trainees will perform simple and routine appraisals under close supervision during the 12 month training program. Trainees in this class must complete formal classroom training courses, informal on-the-job training exercises, and closely monitored work assignments.

Successful completion of the 4260 Real Property Appraiser Trainee Program qualifies an incumbent to participate in the selection process for class 4261 Real Property Appraiser. Failure to demonstrate professional competency, or the inability to complete the Real Property Appraiser Trainee Program, will result in dismissal from employment for employees in class 4260 or cancellation of an assignment to the Real Property Appraiser Trainee Program. Promotion to class 4261 Real Property Appraiser is not automatic and may be affected by various reasons (leaves, requisitions, performance, funding, etc).

In accordance with the requirements of the California State Board of Equalization, appointees to this class must qualify for and receive a permanent Appraiser's certificate issued by the California State of Board of Equalization within one year of appointment. California State law requires continuing education to maintain the Appraiser's certificate. For information about the certificate, call the State Board of Equalization in Sacramento at (916) 445-4982.

MINIMUM QUALIFICATIONS

1. Possession of a baccalaureate degree from an accredited university or college, preferably with major coursework in business, finance, accounting, engineering, real estate or closely related field; **OR**

2. High school graduation (or possession of a GED) and four (4) years of full-time relevant experience as described in the note below; **OR**

3. Any combination of the equivalent of four (4) years of relevant experience and education in an accredited institution of higher education. When fewer than four (4) years of education in an accredited institution of higher education are used to meet the minimal qualifications, the number of qualifying years or fractions thereof shall be determined by the number of units in which passing grades were received. One (1) year of education requirement shall consist of either 30 semester units or 45 quarter units.

   AND

4. Possession of a valid Driver License (to be presented at time of hiring).

NOTE:
Relevant experience as referenced above means employment experience within the last ten (10) years in any of the following occupations:

A. Experience as an accountant-auditor, real property appraiser, building cost estimator, engineer, real estate loan agent, real estate loan underwriter, right-of-way agent, licensed building contractor; **OR**

B. Experience as a real estate licensee, licensed by the California Department of Real Estate, engaged in buying, selling, leasing or managing real estate; **OR**

C. Experience as an Appraiser's Aide or Appraiser Trainee in an assessor's office or the Property Tax Department of the California State Board of Equalization; **OR**

D. Experience as an employee, other than an Appraiser, Appraiser Aide, or Appraiser Trainee, of an assessor's office or of the Property Tax Department of the California State Board of Equalization, except that such employment time shall be limited to qualifying for only two-thirds of the four-year experience requirement. The remaining one-third of time shall be accumulated by other relevant experience as described in subparagraphs (A), (B), and (C) above or by education in an accredited institution of higher education.

SELECTION PLAN

VERIFICATION

Verification of the qualifying experience may be required. If requested, verification of the qualifying experience must be signed by the employer or the employer's authorized representative on the employer's business letterhead and must include the name of the applicant, job title(s), dates of employment and a description of job duties performed.

SELECTION PROCESS

Written/Performance and Essay Examination: (Weight 68%)
Candidates who are qualified will be tested to determine their knowledge, skills and ability in job related areas which may include but are not limited to: Ability to analyze data, basic mathematical and geometry ability, and written communications ability. Candidates must pass the math portion of the written/performance examination in order to receive a score for the written essay. Candidates must achieve a passing score on the written/performance and essay examination in order to participate in the oral/performance examination.

Oral/Performance Examination: (Weight 32%)
Candidates who successfully pass the written/performance and essay examination will be invited to participate in an oral examination to assess their knowledge, skill and ability in job related areas which may include but not be limited to: Human relations ability and oral communications ability. Job related written and performance exercises may be included. Candidates must achieve a passing score on the oral/performance examination in order to be ranked on the eligible list.

Examination Note: For those candidates who pass both the written/performance and essay examination and oral/performance examination, the total score for the examination will be weighted using the percentages noted above.

Certification Rule
The certification rule used for the eligible list resulting from this selection procedure will be Rule of Three Scores.

The Department may elect to administer additional selection procedures to make final hiring decisions.

HOW TO APPLY

Applications for City and County of San Francisco jobs are being accepted through an online process. Visit www.jobaps.com/sf to begin the application process by registering an account.

Click and select the 4260 Real Property Appraiser Trainee Announcement
Click on "Apply" and read and acknowledge the information
Click on "I am a New User" if you have not previously registered, or on "I have Registered Previously"
Follow instructions given on the screen

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Lillian Chow (415)557-4926.

Computer kiosks are located in the lobby of the Department of Human Resources, One South

Van Ness, 4th Floor, San Francisco, CA, for use by the public to apply for City jobs. The hours of operation are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Applications for this recruitment process will be accepted from October 28, 2009 to November 3, 2009.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION

Eligible List:
The eligible list resulting from this examination is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be twenty four (24) months, and may be extended with the approval of the Human Resources Director.

Per Civil Service Rule 111A.26.5, the Human Resources Director may approve use of the eligible list resulting from this examination for permanent Civil Service appointments to other position(s) in the same or similar classes in any department.

Reasonable Accommodation Request:
Information on requesting reasonable accommodation for persons with disabilities can be found at: http://www.sfgov.org/site/sfdhr_page.asp?id=46205#applicants_with_disabilities

Veterans Preference:
Information regarding requests for veterans preference can be found at: http://www.sfgov.org/site/sfdhr_page.asp?id=46208

Seniority Credit in Promotional Exams:
Information regarding seniority credit can be found at : http://www.sfgov.org/site/sfdhr_page.asp?id=56273

General Information concerning City and County of San Francisco Employment Policies and Procedures:
Important Employment Information for the City and County of San Francisco can be obtained at: http://www.sfgov.org/site/sfdhr_page.asp?id=46208, or hard copy at 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103.

Terms of the Announcement:
Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting of the correction on the Department of Human Resources website at: www.jobaps.com/sf.

Position Based Tests are administered in accordance with Civil Service Rule 111A. General information concerning City and County of San Francisco employment policies and procedures may be found in the pamphlet entitled "Important Employment Information for Position Based Testing". This information is part of the terms of this announcement. The pamphlet is available at the Department of Human Resources Information Center, 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103 or online at: http://www.sfgov.org/site/sfdhr_page.asp?id=56273

The job description and minimum qualifications specified in this announcement are appealable to the Civil Service Commission. Appeals of these provisions must be submitted directly to the Executive Officer of the Civil Service Commission within five business days of the announcement issuance date. Refer to Civil Service Commission Rule 111A, Article VIII. All other provisions of this announcement except for the Certification Rule are appealable to the Human Resources Director. Appeals of these provisions must be filed with the examination analyst listed on this announcement within five business days of the announcement issuance date.

Application Documents:
Applicants are advised to keep copies of all documents submitted. Submitted documents become a permanent part of the exam record and will not be returned. The hiring department may require applicants to submit the same documents and/or additional documents at a later date.

Right to Work:
All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Exam Type: Entrance
Issued: October 28, 2009
Micki Callahan, Human Resources Director
Department of Human Resources
Recruitment ID Number: PBT-4260-055891
LC (415) 557-4926

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, typically a 7.5% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

Contact us via conventional means.	You may contact us by phone at (415) 557-4800, or apply for a job in person at the Department of Human Resources.

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