



**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 17
Fiscal Year: 2009/2010
Posted Date: October 28, 2009

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specifications attached.)

Item #	DEPT/ DIVISION	Class/Title
1	ASR	4260 Real Property Appraiser Trainee

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or-email her at Cathy.Abela@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: http://www.sfgov.org/site/sfdhr_page.asp?id=102488

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
Karen Taylor, MTA
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: REAL PROPERTY APPRAISER TRAINEE ~~TITLE1~~
Job Code: 4260

INTRODUCTION

Under immediate supervision, the Real Property Appraiser Trainee works at the entry or training level in the professional appraisal series in the Assessor's Office. Incumbents in this class receive substantial formal classroom and on-the-job training; they initially function as an assistant to higher level appraisal staff and with increasing training and experience will be required to perform simple and routine appraisals.

DISTINGUISHING FEATURES

The 4260 Real Property Appraiser Trainee is the entry-level class in the professional appraisal series. Incumbents receive substantial classroom and on-the-job training under the immediate supervision of professional appraisal staff. This class is distinguished from Class 4261 Real Property Appraiser in that the latter is a journey level class responsible, under general supervision, for examining, analyzing and evaluating real property for tax assessment purposes.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Completes formal classroom training, on-the-job training exercises, and closely monitored work assignments.
2. Under immediate supervision, analyzes information from a variety of sources, including property statements and interviews with tax payers, in order to update information on land and/or improvements to be used for taxation purposes.
3. Under immediate supervision, analyzes sales and economic factors within assigned districts by reviewing leases, rental agreements, trust deeds and market data for assessment purposes.
4. Under immediate supervision, estimates property value by comparing land sales, improvement costs, market information and by making site visits in order to estimate the taxable value of properties within a district to comply with the Revenue and Taxation Code.
5. Under immediate supervision, investigates complaints on assessments from property owners by conducting on site visits, and reviewing and researching records and reports; makes recommendations regarding resolution of such complaints.
6. Recommends changes in valuation to supervisor, both orally and in writing.
7. Prepares various records and reports related to appraisal of all classes of real property; utilizes spreadsheet software to input, maintain and analyze data.
8. Responds to inquiries from the general public regarding property assessment matters.
9. Performs other duties as required

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IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Skill and Ability to: Learn the theory, methodology, practices and procedures involved in the appraisal of real property for tax assessment valuation purposes; extract and interpret information from a variety of sources such as blueprints, sketches, legal property descriptions, charts, tables and socio-economic trends in order to determine proper tax assessment valuations; interact tactfully and courteously with the general public, co-workers, supervisors and other departmental personnel; effectively present, explain and discuss appraisal information and property tax rules with the general public; perform simple mathematical calculations such as addition, subtraction, multiplication, division and computing percentages and measurements; accurately prepare electronic notes and written reports with clear and concise information including narrative writing; and learn to use computer software programs to enter, store, retrieve, update and work with data relevant to the appraisal and assessment of residential and commercial property.

In addition to following standard office procedures, employees in this classification may be required to conduct visits to construction sites to obtain appraisal information. Employees may occasionally be exposed to various hazards that exist at construction sites, as well as exposure to the outdoors in unfavorable weather conditions. The duties of this class require extensive use of personal computers with various software applications. Employees are required to drive their own vehicles to job sites.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

1. ~~Education and Experience Guidelines~~-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 minimum 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

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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.-

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~~Substitution: Applicants who do not possess a baccalaureate degree may substitute relevant, verifiable experience for the college degree on a year for year basis, with one year (2000 hours) of qualifying experience equivalent to 30 semester or 45 quarter units. Relevant work experience includes: work as a Certified Real Estate Appraiser; work in real estate related activities such as building cost estimating, structural engineering, accounting, auditing; work as a licensed real estate agent with buying, selling, leasing or managing function; work in a technical or clerical position in an Assessor's Office.~~

LICENSE AND CERTIFICATION

1. Possession of a valid driver license.

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2. 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.

PROMOTIVE LINES

To: ~~4261 Real Property Appraiser-PROMOTIVE1~~

ORIGINATION DATE: 8/4/75

AMENDED DATE: 10/22/99, 10/23/09

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): CMMN
