

**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:** 33  
**Fiscal Year:** 2010/2011  
**Posted Date:** January 20, 2011

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

<b>Item #</b>	<b>DEPT/</b>	<b>Class/Title</b>
1	ASR	4267 Principal Real Property Appraiser

**For additional information regarding the above proposed action, please contact Carmela Villasica at (415) 557-4928 or-email her at [Carmela.Villasica@sfgov.org](mailto:Carmela.Villasica@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://sfdhr.org/index.aspx?page=109>

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
Anita Sanchez, CSC  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
Martin Gran, DHR  
Steve Ponder, DHR  
Maria Newport, SFERS  
Clare Leung, MTA  
Suzanne Wong, MTA  
E-File

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: PRINCIPAL REAL PROPERTY APPRAISER  
Job Code: 4267

**INTRODUCTION**

Under general direction in an assigned area of activity, is responsible for the appraisal of all real property for tax purposes; performs unusual or difficult appraisal work; supervises the activities of subordinate personnel engaged in such work; and performs related duties as required.

Requires responsibility for: Assisting in coordinating, interpreting and enforcing existing evaluation methods and procedures in connection with real property appraisal activities; making regular contact with the general public, outside organizations and their representatives in furnishing and obtaining information on real property appraisals and tax assessment matters; preparing and reviewing detailed appraisal reports and records.

**DISTINGUISHING FEATURES**

Positions in this classification are distinguished from the Senior Real Property Appraiser class by its administrative and management responsibility for a group of Real Property Appraisers at the trainee, journey and senior levels and technical and clerical assessment staff. Principal Real Property Appraisers manage the more difficult appraisal and assessment work. Principal Real Property Appraisers receive administrative and technical direction from Chief Appraisers.

SUPERVISION EXERCISED: Supervises Real Property Appraisers at the trainee, journey and senior levels and technical and clerical assessment staff.

**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.*

EXAMPLES OF DUTIES:

~~1. Plans, lays out and assigns work of subordinate appraisers in an assigned area; reviews and evaluates appraisal and valuation conclusions of subordinates.~~

~~2. Personally performs appraisals on problematical or unusual properties within an assigned area; analyzes and interprets leases and financial statements pertaining to tax~~

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~~exempt property.~~

~~3. Assembles and analyzes various data applicable to the valuation of real property.~~

~~4. Reviews and analyzes effect of income producing personal or intangible assets in relation to the assessment of high value real property; may survey tax exempt property in connection with possessor interest assessments.~~

~~5. Coordinates area or unit activities with those of adjoining areas or districts; prepares and reviews appraisal and progress reports.~~

~~6. Confers with taxpayers and/or their representatives for the purpose of resolving valuation problems and explaining the policies and procedures of the Assessor's office.~~

~~7. Represents the Assessor before the Assessment Appeals Board; required to appear as an expert witness before quasi-judicial and judicial bodies relative to specific appraisal and valuation conclusions.~~

~~8. Assists in the professional advancement of subordinate appraisal personnel.~~

**1. Manage the work of senior, journey level and trainee Real Property Appraisers engaged in appraisal, change in ownership, assessment and exemptions of all real property within an assigned area of activity by planning, coordinating and monitoring overall team/section workload and productivity to ensure maximum productivity, timely completion of all work, and compliance with Real Property productivity standards. This includes ongoing work, projects and special assignments.**

**2. Provide effective, innovative, and consistent supervision and management. Coach and develop staff, oversee training activities. Clearly define and articulate functional responsibilities and procedures in the delegation of assignments. Provide guidance and support; when indicated, take corrective action to ensure that productivity standards for individual team members and the team are met. Foster safe, comfortable and professional work environment for department employees. This includes ensuring that all team members adhere to office policies on attendance, time recording, and office ethics.**

**3. Interpret and enforce existing tax laws and statutes and assessment methods and procedures; interpret the ramifications of current assessment legislation in connection with real property appraisal activities; explain the above to subordinates, representatives**

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of other departments and the general public.

4. Advise Assessor, Deputy Recorder and Senior Managers in establishing procedures, interpreting legislation and setting department goals. Assist in evaluating, developing and implementing policies and procedures for real property appraisal work, change in ownership, and exemption in order to improve department operations and productivity.

5. Review and approve all real property valuations, pursuant to the Revenue and Taxation Code, SBE Rules, Standards guidelines, office policies and procedures; review developed income multipliers for multi-unit income-producing residential properties and derived capitalization rates for commercial sales; review and approve completed parcel management; review all lien date progress assessment valuations; and review all direct enrollments in appraisers' assigned workload.

6. Resolve valuation problems by reviewing complaint investigations performed by subordinates and by conferring with taxpayers and their representatives in order to determine and explain changes in valuation, ownership and exemption.

7. Perform appraisals on complex properties; perform difficult special investigations and surveys; determine assessability of complex transactions, corporate acquisitions, and mergers.

8. Maintain accurate, timely, and automated appraisal data, and report status and progress on goals and objectives. Provide status of appraiser production relative to interim and long term goals as requested by management. Verify that appraisers prepare and maintain supporting documentation and data on valuations in either Easy Access or hard copy in file. Prepare technical reports, records, instructions, memos, correspondence, progress reports and other documents related to the appraisal of real property for tax assessment purposes. Respond to taxpayer and inter-City correspondence.

9. Interact with other agencies and City departments in order to resolve complex assessment issues and assure uniformity of assessment standards.

10. Represent the Assessor before the Assessment Appeals Board, and/or appear as an expert witness before judicial and quasi-judicial bodies in order to answer questions on assessment issues; make public presentations; prepare and present testimony, oral arguments, and cross examination of applicant; and assist City Attorney in writing legal findings of fact. May represent the office at public forums, taxpayer fairs, professional or accountant's organizations, etc.

11. Maintain professional certification and competency by completing legally required hours of State approved appraisal courses annually. Ensure that all assigned staff complete training requirements and maintain professional certification and competency.

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**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

~~Knowledge, Abilities and Skills: Requires considerable knowledge and practices utilized in the appraisal of land and improvements, including residential, commercial and industrial, properties; the practices of structural cost estimating on residential, commercial and industrial improvements; revenue and taxation codes as applied to the appraisal of land and improvements.~~

~~Required to complete 24 hours of State approved appraisal training annually.~~

~~Requires considerable ability to: Analyze and interpret economic and environmental factors affecting land and improvement values; analyze and evaluate a variety of data on parcels of land and/or improvements and draw logical conclusions therefrom; prepare and maintain complete and accurate records of land and improvement appraisals; deal courteously, effectively and tactfully with the general public, outside organizations and their representatives.~~

Knowledge of: Real Property Appraisal methods and procedures utilized in establishing current value assessibility for all types of real property; government codes, regulations, and laws as they apply to appraisal of real property for tax assessment purposes; and knowledge of economic factors relating to property values.

Ability to: Analyze and interpret data/information to determine tax assessment valuations; prioritize, plan, coordinate and monitor the workload; train, coach and evaluate staff; interact effectively and courteously with the public and members of official bodies; establish effective and cooperative working relationships with subordinates, departmental staff and representatives of agencies and organizations; clearly, concisely and effectively communicate work-related information; prepare clear, concise and accurate technical reports, records, and other documents related to the appraisal of real property for tax assessment purposes; and use a computer to research and process information, enter appraisal data into database and prepare correspondence and written reports.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional*

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qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

~~Training and Experience: Requires completion of a four year college or university with a baccalaureate degree with major course work in engineering, architecture, business administration, real, estate or a closely related field, supplemented by special courses in appraisal of real estate and real property assessment,~~ **Possession of a baccalaureate degree from an accredited college or university.**

~~Requires four years of progressively responsible experience in the appraisal and evaluation of land, residential, commercial and industrial improvements, including one year of supervisory experience or an equivalent combination of training and experience.~~

**Four (4) years verifiable experience appraising real property for tax assessment purposes, including two (2) years appraising complex income-producing residential, commercial and industrial properties; OR**

**Six (6) years verifiable experience appraising real property as a fee, institutional or government appraiser, including three (3) years appraising complex income-producing residential, commercial and industrial properties and (2) years appraising real property for tax assessment purposes.**

LICENSE AND CERTIFICATION

~~License: Requires possession of a valid State Motor Vehicle Operator's License.~~

**Possession of a valid driver license; AND Permanent certification from the California State Board of Equalization as an appraiser for property tax purposes must be obtained within one year of appointment.**

PROMOTIVE LINES

To: 0923 Manager II, Chief Real Property Appraiser  
From: 4265 Senior Real Property Appraiser

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ORIGINATION DATE: ADOPTED: 3/9/67  
AMENDED DATE: AMENDED: 9/13/71

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

BUSINESS UNIT(S): COMMN

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