

City and County of San Francisco



Department of Human Resources

Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: October 25, 2011

Re: **Notice of Proposed Classification Actions –Final Notice No. 03 FY 2011/2012 (copy attached)**

Pursuant to completion of discussion with the Local 21 regarding this classification action, the classification action contained in the above referenced notice became effective October 25, 2011.

Micki Callahan
Human Resources Director

by:

A handwritten signature in black ink, appearing to be "SP", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
Micki Callahan, DHR
Martin Gran, DHR
Christina Penland, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
Christina Fong, DHR
Rich David, DHR
Anita Sanchez, CSC
Debra Nebreda, CON
Tinhha Luong, CON
Maria Newport, SFERS
Clare Leung, MTA
RAS Team Leader(s)
DHR Support Services
E-File

**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: 03
Fiscal Year: 2011/2012
Posted Date: August 2, 2011
Reposted: October 12, 2011

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

<u>Item #</u>	<u>Class/Title</u>
1	4260 Real Property Appraiser Trainee
2	4261 Real Property Appraiser
3	4265 Senior Real Property Appraiser
4	4267 Principal Real Property Appraiser

For additional information regarding the above proposed action, please contact Christina Penland, Senior Classification and Compensation Analyst, at (415) 557-4848 or email her at Christina.Penland@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
Christina Penland, DHR
Maria Newport, SFERS
Clare Leung, MTA
Suzanne Wong, MTA
E-File

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

**Title: Real Property Appraiser Trainee
Job Code: 4260**

INTRODUCTION

Under immediate supervision, works at the entry or training level in the professional appraisal series. Incumbents in this class receive substantial on-the-job training; they initially function as an assistant to higher level appraisal staff and with increased 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 on-the-job training under the immediate supervision of more experienced appraisal staff. At this level, incumbents exercise less independent discretion and judgment in matters related to work procedures and methods. This class is distinguished from Class 4261 Real Property Appraiser in that the latter is the journey level class responsible for performing the full range of appraisal duties independently with only occasional instruction or assistance.

SUPERVISION EXERCISED: None.

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. Learn to appraise various types of real property to establish values for tax assessment purposes and to recommend changes in valuation.
2. Learns to estimate property value by conducting site inspections and using standardized market, cost and income valuation approaches.
3. Gather and analyze information from a variety of sources, in order to update information for assessment and taxation purposes.
4. Investigate complaints on assessments; make recommendations regarding resolution of such complaints; explain findings to property owners.
5. Learn to prepare appeal packages for properties under assessment appeal; testify and/or present before Assessment Appeals Board; may present at other quasi-judicial bodies.
6. Prepare various records and reports, including those related to appraisals of real property.
7. Learns to explain appraisal and assessment procedures; respond to inquiries from the general public and property owners regarding property assessment matters.
8. Interacts with members of the public, City staff of other departments and City officials during the course of business.

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9. Performs other duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Modern office procedures, methods, and equipment including computer equipment;

Basic business letter writing and report preparation principles and techniques;

English usage, spelling, grammar, and punctuation;

Word processing and spread sheet programs.

Skill and Ability to:

Learn real property appraisal methods, theory, practices and procedures used in establishing current value accessibility for all types of real property;

Learn market, cost and income valuation approaches;

Learn government codes, regulations and laws, as they apply to appraisal of real property for tax assessment purposes;

Learn methods and techniques used to analyze and draw conclusions regarding market and building trends from general economic data;

Learn economic factors relating to property values; Learn, analyze, interpret and explain laws, regulations and policies governing appraisal program operations;

Learn to collect information necessary for the correct appraisal of real property;

Learn to analyze and interpret data/information determine proper tax assessment valuations.

Learn to identify and recommend reasonable conclusions and/or courses of action;

Prioritize multiple assignments in order to meet deadlines;

Interact effectively, tactfully and courteously with all persons encountered during the course of business;

Establish and maintain effective and cooperative working relationships with all persons encountered during the course of business;

Apply basic arithmetic skills to calculate property value; Learn to prepare clear and accurate reports, records and other documents related to the appraisal of real property for tax assessment purposes;

Use a computer to research and process information, enter appraisal data into database and prepare correspondence and reports.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Real Property Appraiser Trainee
Job Code: 4260**

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

Education:

Requires a baccalaureate degree from an accredited college or university. Additional relevant experience in the appraisal of real property, building cost estimating, engineering, and accounting or in buying, selling or managing a real estate, or in a related area as defined by the State of California, see the note below, may be substituted for the education on a year for year basis. One (1) year of education is equivalent to thirty (30) semester units or forty-five (45) quarter units.

Experience:

No experience is required.

NOTE: Education Substitution

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 of 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.

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver's license; AND

Eligibility for certification from the California State Board of Equalization as an appraiser for property tax purposes. In accordance with the California State of Board of Equalization,

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**Title: Real Property Appraiser Trainee
Job Code: 4260**

appointees to this class, must possess or obtain permanent certification as an appraiser for property tax purposes, within one (1) year of appointment, and must maintain certification as a condition of continued employment.

PROMOTIVE LINES

To: 4261 Real Property Appraiser

From: Entrance examination

ORIGINATION DATE: 08/4/75

AMENDED DATE: 10/22/99; 12/08/09; 10/25/11

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

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

**Title: Real Property Appraiser
Job Code: 4261**

INTRODUCTION

Under general supervision, performs professional appraisal work in connection with examining, analyzing and evaluating real property of moderate complexity for tax assessment purposes.

DISTINGUISHING FEATURES

The 4261 Real Property Appraiser is the journey level class in the professional appraisal series and performs the full range of moderately complex appraisal duties within a framework of established procedures working independently with only occasional instruction or assistance. This class is distinguished from Class 4260 Real Property Appraiser Trainee in that the latter is an entry-level trainee position responsible for performing simple and routine appraisals under immediate supervision. This class is further distinguished from the 4265 Senior Real Property Appraiser in that the latter performs more complex appraisal work and may lead the work of subordinate staff engaged in appraisal activities.

SUPERVISION EXERCISED: None.

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. Appraise various types of moderately complex real property, to establish values for tax assessment purposes, and to make and recommend changes to valuation.
2. Estimate property value by conducting site inspections and using standardized market, cost and income valuation approaches
3. Gather and analyze information from a variety of sources in order to maintain current information on real property. Investigate complaints on property assessments; make recommendations regarding the resolution of such complaints; explain findings to property owners;
4. Perform special investigations and appraisal surveys, such as commercial area rent surveys.
5. Prepare appeal packages for properties under assessment appeal; testify and or present before Assessment Appeals Board; may present at other quasi-judicial bodies.
6. Prepare and maintain various records and reports, including those related to appraisal of real property
7. Explain appraisal and assessment procedures to property owners and general public.
8. Interact with members of the public, City staff of other departments and City officials during the course of business.
9. Performs other duties as required.

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Title: Real Property Appraiser

Job Code: 4261

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Real property appraisal methods, theory, practices and procedures used in establishing current value accessibility for all types of real property;

Market, cost and income valuation approaches;

Government codes, regulations and laws, as they apply to appraisal of real property for tax assessment purposes;

Methods and techniques used to analyze and draw conclusions regarding market and building trends from general economic data;

Economic factors relating to property values;

Modern office procedures, methods, and equipment including computer equipment;

Basic business letter writing and report preparation principles and techniques;

English usage, spelling, grammar, and punctuation;

Word processing and spread sheet programs;

Skill and Ability to:

Understand, interpret and explain laws, regulations and policies governing appraisal program operations;

Analyze and interpret data/information to determine tax assessment valuations;

Identify and recommend reasonable conclusions and/or courses of action;

Prioritize multiple assignments in order to meet deadlines;

Apply basic arithmetic skills to calculate property value;

Interact effectively, tactfully and courteously with the all persons encountered during the course of business;

Establish and maintain effective and cooperative working relationships with all persons encountered during the course of business;

Collect information necessary for the correct appraisal of real property;

Prepare clear, concise and accurate reports, records, and other documents related to the appraisal of real property for tax assessment purposes;

Use a computer to research and process information, enter appraisal data into database and prepare correspondence and reports.

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**Title: Real Property Appraiser
Job Code: 4261**

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

Education:

Requires a baccalaureate degree from an accredited college or university. Additional relevant experience in the appraisal of real property, building, cost estimating, engineering and accounting or in buying, selling or managing real estate, or in a related area defined by the State of California, see the note below, may be substituted for the education on a year for year basis. One (1) year of education is equivalent to either thirty (30) semester units or forty-five (45) quarter units

Experience:

One (1) year of verifiable experience in the past 10 years appraising real property in a County Assessor's Office OR

Three (3) years of verifiable experience in the past 10 years appraising real property as a fee, institutional or government appraiser.

NOTE: Education Substitution

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 of 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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**Title: Real Property Appraiser
Job Code: 4261**

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver's license; AND

Eligibility for certification from the California State Board of Equalization as an appraiser for property tax purposes. In accordance with the California State Board of Equalization, appointees to this class, must possess or obtain permanent certification as an appraiser for property tax purposes, within one (1) year of appointment, and must maintain certification as a condition of continued employment.

PROMOTIVE LINES

To: 4265 Senior Real Property Appraiser

From: 4260 Real Property Appraiser Trainee

ORIGINATION DATE: 6/23/66

AMENDED DATE: 10/22/99; 10/25/11

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

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

**Title: Senior Real Property Appraiser
Job Code: 4265**

INTRODUCTION

Under direction, performs and may lead staff in the performance of responsible appraisal work in connection with examining, analyzing and evaluating complex real property for tax assessment purposes.

DISTINGUISHING FEATURES

This is the senior level in the Real Property Appraiser series, performs the more complex appraisal work and may lead the work of subordinate staff engaged in appraisal activities. It is distinguished from the 4261 Real Property Appraiser in that the latter performs the full range of appraisal duties as the journey level in the series and does not perform lead worker responsibilities. This class is further distinguished from the 4267 Principal Real Property Appraiser by the latter's broader supervisory duties and responsibility for performing more difficult and complex appraisal work.

SUPERVISION EXERCISED: May act as a lead worker to subordinate professional, technical and clerical employees involved in real property appraisal.

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. May act as lead worker in an assigned area by providing technical expertise, assisting with training, and reviewing the appraisal and valuation recommendations of less experienced appraisal personnel.
2. Appraise various types of complex real property, to establish values for tax assessment purposes, and to make and recommend changes in valuation.
3. Estimate property value by conducting site inspections and using standardized market and cost and income valuation approaches.
4. Gather and analyze information obtained from a variety of sources in order to maintain information on real property.
5. Investigates complaints on property assessments; makes recommendations regarding the resolution of such complaints; explains findings to property owners; performs special investigations and appraisal surveys.
6. Performs special investigations and appraisal surveys, such as rental surveys in commercial areas and specialized surveys of commercial, industrial and residential income-producing properties.
7. Prepares appeal packages for properties under assessment appeal; testify and/or present before Assessment Appeals Board; may present at other quasi-judicial bodies.
8. Prepares and maintains various records and reports, including those related to appraisals of real property.

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Title: Senior Real Property Appraiser

Job Code: 4265

9. Explains appraisal and assessment procedures to property owners and general public.
10. Interacts with members of the public, City staff of other department and City officials during the course of business.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Real Property Appraisal methods, theory, practices and procedures used in establishing current value accessibility for all types of real property;;

Market, cost and income valuation approaches;

Government codes, regulations and laws, as they apply to appraisal of real property for tax assessment purposes;

Methods and techniques used to analyze and draw conclusions regarding market and building trends from general economic data;

Economic factors relating to property values;

Modern office procedures, methods, and equipment including computer equipment;

Basic business letter writing and report preparation principles and techniques;

English usage, spelling, grammar, and punctuation;

Word processing and spread sheet programs.

Skill and Ability to:

Understand, interpret and explain laws, regulations and policies governing appraisal program operations;

Analyze and interpret data/information to determine tax assessment valuations;

Identify and recommend reasonable conclusions and/or courses of action;

Prioritize multiple assignments in order to meet deadlines;

Apply basic arithmetic skills to calculate property value;

Lead the work of others engaged in appraisal activities;

Interact effectively, tactfully and courteously with the public and members of all persons encountered during the course of business;

Establish effective and cooperative working relationships with all persons encountered

**CITY AND COUNTY OF SAN FRANCISCO
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**Title: Senior Real Property Appraiser
Job Code: 4265**

during the course of business;

Collect information necessary for the correct appraisal of real property;

Prepare clear, concise and accurate reports, records, and other documents related to the appraisal of real property for tax assessment purposes;

Use a computer to research and process information, enter appraisal data into database and prepare correspondence and 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 qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Requires a baccalaureate degree from an accredited college or university. Additional relevant experience in the appraisal of real property, building, cost estimating, engineering and accounting or in buying, selling or managing real estate, or in a related area defined by the State of California, see the note below, may be substituted for the education on a year for year basis. One (1) year of education is equivalent to either thirty (30) semester units or forty-five (45) quarter units

Experience:

Three (3) years of verifiable experience appraising real property in a County Assessor's Office, including one (1) year appraising income-producing residential, commercial and industrial properties

OR

Five (5) years of verifiable experience appraising real property as a fee, institutional or government appraiser, including two (2) years appraising income-producing residential, commercial and industrial

NOTE: Education Substitution

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

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- 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.

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver's license; AND

Eligibility for certification from the California State Board of Equalization as an appraiser for property tax purposes. In accordance with the California State Board of Equalization, appointees to this class, must possess or obtain permanent certification as an appraiser for property tax purposes, within one (1) year of appointment, and must maintain certification as a condition of continued employment.

PROMOTIVE LINES

To: 4267 Principal Real Property Appraiser

From: 4261 Real Property Appraiser

ORIGINATION DATE: 3/9/67

AMENDED DATE: 09/13/71; 03/08/02; 10/25/11

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

**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 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 4265 Senior Real Property Appraiser class by its supervisory 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 also are responsible for the more difficult appraisal and assessment work, and assist in the development of new policies and procedures for appraisals and assessments. 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.

1. Supervise the work of senior, journey level and trainee Real Property Appraisers engaged in appraisal and assessment work 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. 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. Apply 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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Job Code: 4267

- of other departments and the general public.
4. Advise Assessor, Deputies, Chiefs, 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 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 manual, 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.
 7. Perform appraisals on complex properties; perform difficult special investigations and surveys related to 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. May 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 implements 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; may prepare and present at an Assessment Appeals Board; and assist City Attorney in writing legal findings of fact. May represent the office at public forums, taxpayer fairs, professional or appraiser 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.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Real property appraisal methods, theory, practices and procedures utilized in establishing current value accessibility for all types of real property;

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Government codes, regulations, and laws as they apply to appraisal of real property for tax assessment purposes;

Principals of change of ownership laws for property tax purposes;

Economic factors relating to property values.

Skill and 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, tactfully and courteously with ~~the public and members of official bodies~~ all persons encountered during the course of business;

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 reports, records, and other documents related to the appraisal of real property for tax assessment purposes;

Use a computer to research and process information, enter appraisal data into database and prepare correspondence and 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 qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Requires a baccalaureate degree from an accredited college or university. Additional relevant experience in the appraisal of real property, building, cost estimating, engineering, and accounting or in buying, selling or managing real estate, or in a related area as defined by the State of California, see the note below, may be substituted for the education on a year for year basis. One (1) year of education is equivalent to either thirty (30) semester units or forty-five (45) quarter units.

Experience:

Four (4) years of verifiable experience appraising real property in a County Assessor's Office, including two (2) years appraising income-producing residential, commercial and industrial properties

OR

Six (6) years of verifiable experience appraising real property as a fee, institutional or government appraiser, including three (3) years appraising income-producing residential,

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commercial and industrial properties

NOTE: Education Substitution

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.

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver's license; AND

Eligibility for certification from the California State Board of Equalization as an appraiser for property tax purposes. In accordance with the California State Board of Equalization, appointees to this class must possess or obtain permanent certification as an appraiser for property tax purposes, within one (1) year of appointment, and must maintain certification as a condition of continued employment.

PROMOTIVE LINES

To: 0923 Manager II, Chief Real Property Appraiser

From: 4265 Senior Real Property Appraiser

ORIGINATION DATE:

03/09/67

AMENDED DATE:

09/13/71;10/25/11

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.