

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
Connecting People with Purpose
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: March 14, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 28 FY 17/18 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective March 14, 2018.

Micki Callahan
Human Resources Director

by: _____

Steve Ponder
Classification and Compensation Director
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, Controller/ Budget Division
E-File

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

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

Posting No: 28
Fiscal Year: 2017/2018
Posted Date: 03/06/2018
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	4261	Real Property Appraiser
2	4265	Senior Real Property Appraiser
3	4267	Principal Real Property Appraiser

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@sfgov.org.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

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

DEFINITION

Under general supervision, performs professional appraisal work in connection with examining, analyzing and evaluating real property of moderate complexity for tax assessment purposes. The 4261 is the journey level class in the Real Property Appraisal series.

DISTINGUISHING FEATURES

4261 Real Property Appraiser is distinguished from 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. 4261 Real Property Appraiser is further distinguished from 4265 Senior Real Property Appraiser in that the latter may act as lead worker of subordinate staff engaged in appraisal activities.

SUPERVISION EXERCISED

None.

EXAMPLES OF 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.

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DEPARTMENT OF HUMAN RESOURCES**

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

8. Interact with members of the public, City staff of other departments and City officials during the course of business.

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.

Ability and Skill 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.

MINIMUM QUALIFICATIONS

These minimum qualifications establish 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.

Experience:

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

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

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

License and Certification:

Possession of a valid California driver license.

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.

Substitution:

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, may be substituted for the education on a year for year basis (up to a maximum of two (2) years). One (1) year of education is equivalent to either thirty (30) semester units or forty-five (45) quarter units.

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

Completion of a 12 month real property appraiser trainee program equivalent to the City and County of San Francisco's 4260 Real Property Appraiser Trainee Program may substitute for one (1) year of professional experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 4265 Senior Real Property Appraiser
From: 4260 Real Property Appraiser Trainee

ORIGINATION DATE: 6/23/1966

AMENDED DATE: 10/25/2011; 03/14/18

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

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

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

BUSINESS UNIT(S)

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

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

DEFINITION

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. This is the senior level in the Real Property Appraiser series.

DISTINGUISHING FEATURES

4265 Senior Real Property Appraiser is distinguished from 4261 Real Property Appraiser in that the former performs lead worker responsibilities. 4265 Senior Real Property Appraiser is further distinguished from the 4267 Principal Real Property Appraiser by the latter's supervisory duties.

SUPERVISION EXERCISED

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

EXAMPLES OF 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. Acts 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.

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DEPARTMENT OF HUMAN RESOURCES**

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

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.
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.

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; more advanced appraisal concepts such as residual value techniques and yield capitalization; 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.

Ability and Skill to: Understand, interpret and explain laws, regulations and policies governing appraisal program operations; Analyze and interpret data/information to determine tax assessment valuations; apply the direct capitalization approach to value; 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 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 establish 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:

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

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

Requires a baccalaureate degree from an accredited college or university.

Experience:

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

License and Certification:

Possession of a valid California driver license.

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.

Substitution:

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, may be substituted for the education on a year for year basis (up to a maximum of two (2) years). One (1) year of education is equivalent to either thirty (30) semester units or forty-five (45) quarter units.

Five (5) years of experience appraising real property as a fee, institutional or government appraiser, including two (2) years appraising income-producing residential, commercial and industrial properties may substitute for the required experience.

Completion of a 12 month real property appraiser trainee program equivalent to the City and County of San Francisco's 4260 Real Property Appraiser Trainee Program may substitute for one (1) year of the required professional experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 4267 Principal Real Property Appraiser
From: 4261 Real Property Appraiser

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

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

ORIGINATION DATE: 3/9/1967

AMENDED DATE: 10/25/2011; 03/14/18

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S) COMMN

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

**Title: Principal Real Property Appraiser
Job Code: 4267**

DEFINITION

Under general direction, is responsible for the appraisal of real property for tax purposes-and performs unusual or difficult appraisal and assessment work; This is the Principal level in the Real Property Appraiser series.

DISTINGUISHING FEATURES

4267 Principal Real Property Appraiser is distinguished from the 4265 Senior Real Property Appraiser class in that the former has supervisory responsibility.

SUPERVISION EXERCISED

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

EXAMPLES OF 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. Supervises 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. Applies and enforces existing tax laws and statutes and assessment methods and procedures; interprets the ramifications of current assessment legislation in connection with real property appraisal activities; explains the above to subordinates, representatives of other departments and the general public.
3. Advises Assessor, Deputies, Chiefs, and Senior Managers in establishing procedures, interpreting legislation and setting department goals. Evaluates, develops and implements policies and procedures for real property appraisal work in order to improve department operations and productivity.
4. Reviews and approves all real property valuations, pursuant to the Revenue and Taxation Code, SBE Rules, Standards manual, office policies and procedures; reviews developed income multipliers for multi-unit income-producing residential properties and derived capitalization rates for commercial sales; reviews and approves completed parcel management; reviews all lien date progress assessment valuations; and reviews all direct enrollments in appraisers' assigned workload.

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

**Title: Principal Real Property Appraiser
Job Code: 4267**

5. Resolves 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.
6. Performs appraisals on complex properties; performs difficult special investigations and surveys related to complex transactions, corporate acquisitions, and mergers.
7. Maintains accurate, timely, and automated appraisal data, and report status and progress on goals and objectives. Provides status of appraiser production relative to interim and long term goals as requested by management. Verifies that appraisers prepare and maintain supporting documentation and data on valuations. Prepares technical reports, records, instructions, memos, correspondence, progress reports and other documents related to the appraisal of real property for tax assessment purposes. Responds to taxpayer and inter-City correspondence.
8. Interacts with other agencies and City departments in order to resolve complex assessment issues and implements uniformity of assessment standards.
9. Represents the Assessor before the Assessment Appeals Board, and/or appears as an expert witness before judicial and quasi-judicial bodies in order to answer questions on assessment issues; makes public presentations; prepares and presents at an Assessment Appeals Board; and consults with City Attorney in writing legal findings of fact. Represents the office at public forums, taxpayer fairs, professional or appraiser organizations, etc.
10. Maintains professional certification and competency by completing legally required hours of State approved appraisal courses annually. Ensures that all assigned staff complete training requirements and maintain professional certification and competency.

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; 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.

Ability and Skill 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.

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

**Title: Principal Real Property Appraiser
Job Code: 4267**

MINIMUM QUALIFICATIONS

These minimum qualifications establish 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.

Experience:

Five (5) years of experience appraising real property in a County Assessor's Office, including two (2) years appraising income-producing residential, commercial and industrial properties.

License and Certification:

Possession of a valid California driver license.

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.

Substitution:

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, may be substituted for the education on a year for year basis (up to a maximum of two (2) years). One (1) year of education is equivalent to either thirty (30) semester units or forty-five (45) quarter units.

Seven (7) years of experience appraising real property as a fee, institutional or government appraiser, including three (3) years appraising income-producing residential, commercial and industrial properties, may substitute for the required experience.

Completion of a 12 month real property appraiser trainee program equivalent to the City and County of San Francisco's 4260 Real Property Appraiser Trainee Program may substitute for one (1) year of required professional experience.

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

**Title: Principal Real Property Appraiser
Job Code: 4267**

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: Chief Real Property Appraiser
From: 4265 Senior Real Property Appraiser

ORIGINATION DATE: 3/9/1967

AMENDED DATE: 10/25/2011; 03/14/18

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S) COMMN