DUTY STATEMENT



CURRENT PROPOSED



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| SCHEDULE TO BE WORKED/WORKING HOURS  **Monday - Friday** | | | EFFECTIVE DATE | |
| CIVIL SERVICE CLASSIFICATION  **Senior Specialist Property Auditor-Appraiser** | | | WORKING TITLE  **Standards & Quality Control Specialist** | |
| DEPARTMENT/DIVISION/DISTRICT/UNIT  **State-Assessed Properties Division** | | | SPECIFIC LOCATION ASSIGNED TO  **Sacramento** | |
| SEERA DESIGNATION  **Rank and File** | | BARGAINING UNIT  **01** | WORK WEEK GROUP  **02** | CERTIFICATES REQUIRED  **Property Tax Appraiser** |
| FINGERPRINTS/BACKGROUND CHECK REQUIRED  Yes  No | | BILINGUAL POSITION  Yes  No | SUPERVISION EXERCISED  **May act in a lead capacity** | |
| INCUMBENT | | | POSITION NUMBER *(Agency-Unit-Class-Serial)*  **290-312-5453-XXX** | |
| *The mission of the State Board of Equalization is to serve the public through fair, effective and efficient tax administration.* | | | | |
| POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS  Under the general direction of the Chief, State-Assessed Properties Division, the Senior Specialist Property Auditor-Appraiser independently plans, researches, organizes, coordinates and evaluates program operations as the division Standards and Quality Control Specialist. The incumbent independently performs or leads a group of appraisers or technical and support staff in the performance of the most complex, technical, and detailed special studies, reports and analyses for the Board, department and division management. In addition, the incumbent leads in the preparation of, or independently prepares, written division policies and procedures regarding the valuation of state-assessed property and the preparation of various division publications. The incumbent also independently reviews appraisals and audits for quality and consistency with applicable guidelines, rules, laws and procedures and reports audit findings directly to division chief. Travel may be required throughout the state up to 10 percent of the time by automobile and airplane. | | | | |
| **Candidate must be able to perform the following essential job functions with or without reasonable accommodation.** | | | | |
| **PERCENTAGE OF TIME SPENT** | **DUTIES** | | | |
|  | **ESSENTIAL JOB FUNCTIONS** | |  |  |
| 30% | Independently reviews and analyzes highly complex and specialized appraisals and audits for quality and consistency with applicable policies and to maintain acceptable appraisal standards among the unitary appraisal and the field appraisal staff; Independently or in a lead role conducts financial audits of state assesses of the one or more following industry groups such as Energy, Transportation, Local Telephone, Wireless, etc.; independently prepares initial written reports to the division chief by reviewing team members’ drafts and supporting work papers detailing conformance with applicable Board and division laws, rules, guidelines, procedures, etc., and recommends corrective action, when necessary.  Independently prepares and/or coordinates the preparation and publication of highly technical documents, booklets, workbooks, newsletters, etc. dealing with the appraisal of state-assessed property; prepares and/or coordinates the annual preparation of the Capitalization Rate Study for state assessees, the Appraisal Data Reports and Value Setting Workbooks that are submitted to the Board Members; leads the preparation of the Annual Assessee Newsletter, Property Statement Forms, Property Statement Instructions, etc.; independently prepares written policies and procedures and guidelines regarding the assessment and valuation of state-assessed property.  Acts in a lead capacity to design, conduct research, and complete special studies of a highly complex nature to support appraised property values; special studies include depreciation studies, reproduction or replacement cost index studies, service life studies and other technical studies used in the valuation of state-assessed properties. Prepares detailed written reports to be submitted to the Board for action.  Represents the Property Tax Department as an expert witness on state-assessed audit and appraisal matters; independently prepares highly technical Issue Papers, special reports and analyses regarding the assessment and valuation of state-assessed property upon the request of Board Members or their deputies, Board management, Property Tax Department management, or State-Assessed Properties Division management; | | | |
| 30% |
| 20% |
| 15% |

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| POSITION NUMBER (Agency-Unit-Class-Serial)  **290-312-5453-XXX** | | | | Page 2 of 2 |
|  | Independently researches and prepares written technical letters in response to inquiries; may act in a lead  capacity over auditor appraisers or technical or support personnel to perform special  studies; prepares Operations Memos relating to division topics. | | | |
| 5% | **MARGINAL JOB FUNCTIONS** |  |  |  |
| May make presentations to the Board in major state-assessed property matters; meets with state assessees or their representatives, county officials and others regarding state-assessed property valuation and procedures. As necessary, performs other job related duties to cover workload. | | | |
| **WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB** *(if applicable)***:** | | | | |
| **Work Environment:** |  |  |  |  |
|  |  |  |  |  |
| **Physical Abilities:** |  |  |  |  |
|  |  |  |  |  |
| **Additional Requirements/Expectations:** | | | | |
| * Possess a valid California driver's license. * Maintain a Board of Equalization appraiser certification * Travel may be required throughout the state up to 10 percent of the time by automobile and airplane. | | | | |
| ***I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.*** | | | | |
| PRINT EMPLOYEE NAME | | EMPLOYEE’S SIGNATURE | DATE | |
| ***I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.*** | | | | |
| PRINT SUPERVISOR NAME | | SUPERVISOR’S SIGNATURE | DATE | |
| **HRD Approval Date: 1/07/21** | | **C&P Analyst Initials: JPL** | | |