

DUTY STATEMENT

CURRENT
 PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS Monday - Friday		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Supervising Property Appraiser		WORKING TITLE Supervisor, Assessment Services Unit	
DEPARTMENT/DIVISION/DISTRICT/UNIT BOE/County-Assessed Properties Division		SPECIFIC LOCATION ASSIGNED TO Sacramento, CA	
SEERA DESIGNATION Supervisory	BARGAINING UNIT S01	WORK WEEK GROUP E	CERTIFICATES REQUIRED BOE Appraiser Certificate
FINGERPRINTS/BACKGROUND CHECK REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED Yes	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 290-302-5454-012	

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 Principal Property Appraiser (PPA) of Policy and Standards, the Supervising Property Appraiser (SPA) plans, organizes, directs, and evaluates the work of staff in the Assessment Services Unit. The incumbent manages multiple projects at one time, including projects that go through various phases of the interested parties process, written documents/publications that provide advice on technical property tax issues, and monitors the State Board of Equalization's (BOE) clearinghouse functions to ensure County Assessors' compliance with various property tax transfer exclusions and exemptions.

Travel throughout the state may be required up to ten percent (10%) of the time by automobile and airplane.

The Assessment Services functions are mandated by Government Code section 15606(c), (d), (e) and (f); and by Revenue and Taxation Code sections 63.1, 69.5, 205.6, 218.5, and 401.5. The Assessment Services Unit issues instructions related to property tax appraisal practices and procedures through various documents/publications, and provides to County Assessors data and other information to promote assessment uniformity.

PERCENTAGE OF TIME SPENT	DUTIES
60%	ESSENTIAL JOB FUNCTIONS Plans, organizes, directs, and evaluates the on-going work of the Assessment Services Unit. Analyzes, reviews, and edits written advice on technical property tax issues through Letters To Assessors, issue papers, special topic surveys, publications, and other instructional manuals that provide guidance on interpretation and application of property tax laws and rules; drafts rules and legislation; provides recommendation to Principal Property Appraiser on the written advice, interpretation, and application of property tax laws and regulations. Monitors the BOE's clearinghouse functions for transfer exclusions, and the homeowners' and disabled veterans' exemptions. In conjunction with the BOE's legal staff, this unit develops and drafts Property Tax Rule changes and provides technical input to the BOE's Legislative Unit on property tax legislation. Oversees the development of new and revised forms for Board adoption and approval.
25%	Responsible for handling the most difficult and/or politically sensitive inquiries. Analyzes, reviews, and edits written responses to inquiries from Assessors, legislators, taxpayers, other government agencies, and the public, as well as to letters written to the Governor on property tax issues. Schedules and conducts meetings with County Assessors and their staff, and with other interested parties for interested parties projects.
10%	Determines staffing needs for the section, develops and sets priorities; interviews and hires new employees; ensures that employees take mandatory training classes, and provides training or oversight of training of new and current employees; maintains and reviews measures of employee performance and output; evaluates employee work performance, prepares performance evaluations, and handles corrective action issues appropriately; and prepares and maintains monthly production reports.

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5%

MARGINAL JOB FUNCTIONS

Participates in the evaluation and formulation of division and departmental policies as a member of the Property Tax Department management team. Represents the division in meetings of the Board and Board committees, the California Assessors' Association and its committees, other government agencies, and property taxpayers' groups.

Performs other job-related duties as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):**Work Environment:**

- May work in a high-rise building.

Physical Abilities:

- Remain in a stationary position, consistent with office work, for extended periods of time.
- Access and use personal computer, office equipment, and/or telephone daily.

Additional Requirements/Expectations:

- Possess a valid California driver's license.
- Maintain a State Board of Equalization (BOE) appraiser certification.
- Travel throughout the state may be required up to ten percent (10%) 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: 11/29/2021**C&P Analyst Initials: HSA**