

DUTY STATEMENT

CURRENT
 PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS Monday - Friday		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Senior Specialist Property Appraiser		WORKING TITLE Instructor, Training	
DEPARTMENT/DIVISION/DISTRICT/UNIT BOE/Property Department/County-Assessed Properties		SPECIFIC LOCATION ASSIGNED TO Sacramento, CA	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED Property Tax Appraiser
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 None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 290-302-5449-025	

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 Supervising Property Appraiser (SPA) of the Training and Certification Unit, the Senior Specialist Property Appraiser (SSPA) independently, or acting in a lead capacity, performs activities related to appraisal training and certification for property tax purposes of the staff appraisers and auditor appraisers of the 58 California County Assessors' offices and the California State Board of Equalization (BOE).

Travel throughout the state may be required up to fifty percent (50%) 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:
60%	<p><u>ESSENTIAL JOB FUNCTIONS</u></p> <p>Appraiser Training Duties:</p> <p>Instructs a variety of property tax appraisal topics to train County Assessors' and Board of Equalization's (BOE) appraisal personnel staff in basic, intermediate, and advanced appraisal practices, assessment procedures, and property tax law related to appraisal and assessment. Instruction may be in a formal classroom setting at locations throughout the state or conducted online. Instruction includes presenting courses and workshops; developing training course materials, including the course outline, syllabus, instructor guide, drill problems and solutions, and final examinations; making arrangements for facilities and equipment used in classroom instruction; verifying the qualifications of students; grading examinations; and analyzing course evaluations submitted by students.</p> <p>Travel throughout the state may be required up to fifty percent (50%) of the time by automobile and airplane.</p> <p>Plans, assigns, and reviews the work of other instructors in the division; and evaluates instructor performance in conducting training. Reviews all course materials and written information regarding the appraisal training offered by the BOE to ensure that it is correct and is professional in appearance. Develops and revises course materials to comply with statutory requirements and appraisal methodology.</p> <p>Oversees the reporting of training, its processing, and the distribution of updated training reports and records; solicits and analyzes training requests received from county assessors' offices and prepares the annual schedule of training courses to be offered with input from other instructors in the division.</p>

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30%

Appraiser Certification Duties:

Reviews qualifications of applicants for certification as appraisers for property tax purposes, including permanent and advanced level certification; and maintains statewide training records for certified property tax appraisers. Reviews requests for non-BOE conducted training submitted by County Assessors to determine acceptance for appraisal training credit in order for appraisers to comply with statutory requirements for continuing education for certification. Reviews and updates BOE manuals and guidelines related to training and certification.

Analyzes and researches appraisal and assessment issues resulting from inquiries from taxpayers or government agencies, and drafts responses; and prepares and makes presentations relating to assessment issues and practices.

MARGINAL JOB FUNCTIONS

5%

Assists the assessment practices survey program by performing audits pertaining to varying appraisal topics or training and meeting of continuing education requirements of appraisal staff.

5%

Performs other job-related duties to cover workload.

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

Work Environment:

- Maybe require to instruct at various locations throughout the state of California when providing formal classroom instruction to Assessors' appraisal staff.

Physical Abilities:

- Transport up to forty pounds (40 lbs.) of training material and equipment to various work sites, with or without reasonable accommodation.

Additional Requirements/Expectations:

- Possess a valid California driver's license.
- Maintain a California State Board of Equalization (BOE) appraiser certification.
- Travel throughout the state may be required up to fifty percent (50%) of the time by automobile and airplane; travel will typically be Monday through Friday and span several contiguous weeks.

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
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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
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HRD Approval Date: 11/03/2022

C&P Analyst Initials: HSA