

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS Monday - Friday		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Supervising Property Appraiser		WORKING TITLE Supervisor	
DEPARTMENT/DIVISION/DISTRICT/UNIT Property Tax Dept./Assessment Practices Survey Division		SPECIFIC LOCATION ASSIGNED TO Sacramento, CA	
SEERA DESIGNATION Supervisory	BARGAINING UNIT 01	WORK WEEK GROUP E	CERTIFICATES REQUIRED Property Tax Appraiser
FINGERPRINTS/BACKGROUND CHECK REQUIRED ☐ Yes ☒ No	BILINGUAL POSITION ☐ Yes ☒ No	SUPERVISION EXERCISED Yes	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 290-208-5454-002	
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 general direction of a Principal Property Appraiser (PPA) in the Assessment Practices Survey Division (APSD), the Supervising Property Appraiser (SPA) plans, organizes, directs, and evaluates the work of staff in the completion of assessment practices surveys. The incumbent manages multiple compliance audits at one time as they go through the various phases of the assessment practices survey process and cycle and are responsible for the completion of multiple county assessment practices surveys per year. The incumbent also serves as a key member of the Assessment Practices Survey management team and is a part of the Property Tax Department's and Board's overall management team. Assessment Practices Surveys, mandated by Government Code Sections 15640 through 15646, are on-site compliance audits of the assessment practices of the 58 California County Assessors' offices and programs and are required to be completed every five years. The surveys also include the performance of a statistical sampling of county assessment roles throughout the state and the production of a written public report that summarizes staff's findings and provides recommendations for improvement. Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT:	DUTIES:		
45%	ESSENTIAL JOB FUNCTIONS Plans, organizes, directs, and evaluates the on-going work of assessment practices survey teams responsible for the completion of compliance audit surveys, sample audits and appraisals, and written reports. Ensures staff complies with established policies and procedures and survey compliance audits are conducted in compliance with property tax law and regulations. Reviews, analyzes, and edits written drafts of the various portions of the compliance audit report prepared by staff; reviews research and work papers completed by staff to ensure that all necessary steps were conducted during the survey, that the recommendation or lack of one is supported by the work papers, that the survey draft write-up reflects the findings of the review and is written in a clear and concise manner, and that the proper authoritative citations are used; providing input, questions, and feedback to staff on their draft sections and providing recommendations to Principal Property Appraiser on compliance audit survey report findings; and preparing the final written assessment practices survey reports for publication.		
30%	Reviews audits and appraisals completed by staff in the statistical sampling of property assessments portion of the assessment practices survey, ensures that the appraiser or auditor reviewed the county's appraisal or audit and appropriately completed the appraisal summary worksheets used in the sample process, and verifies the appraiser's or auditor's final fair market value estimate. Verifies that the appraiser or auditor appropriately checked the base year value, looked for any changes in ownership and new construction, identified any decline-in-value for the property, and entered any appropriate comments on the appraisal summary forms.		

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10%	Responsible for handling the most difficult and/or politically sensitive topics and sample assessments in the assessment practices surveys. Prepares general correspondence to County Assessors and/or property owners on issues affecting assessment practices surveys. Schedules and conducts conferences with County Assessors and their staff regarding recommendations and suggestions made by the survey team in the assessment practices survey reports. Responds to and negotiates highly technical issues contained in recommendations and comments in the survey report to which the County Assessor and/or their staff has objections.	
10%	Determines staffing needs for each assessment practices survey; 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.	
5%	<u>MARGINAL JOB FUNCTIONS</u> Participates in the evaluation and formulation of division and department 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 duties as required.	
WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):		
Work Environment: - Office environment with artificial lighting and temperature control. - Work at various County Assessors' offices located throughout the State of California.		
Physical Abilities: Transport materials, records, and business equipment to various work sites weighing up to forty pounds (40 lbs.), with or without reasonable accommodation.		
Additional Requirements/Expectations: - Possess a valid California Driver's License. - Maintain a Board of Equalization (BOE) Appraiser Certificate including continuing education. - Proficient with Microsoft Office or equivalent programs. - Knowledge of property tax laws and rules. - Travel may be required throughout the state up to fifty percent (50%) of the time by automobile and airplane.		
<i>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.</i>		
PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
<i>I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.</i>		
PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
HRD Approval Date: 7/16/2026		C&P Analyst Initials: JK