California State
Board of Equalization

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
Monday-Friday			
CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Supervising Property Appraiser		Supervisor	
DEPARTMENT/DIVISION/DISTRICT/UNIT		SPECIFIC LOCATION ASSIGNED TO	
Property Tax Dept./CAPD/Assessmen tSvcs & Trng and Cert		Sacramento	
SEER DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
Supervisory	S01	E	Property Tax Appraiser
FINGERPRINTS/BACKGROUND CHECK REQUIRED	BILINGUAL POSITION	SUPERVISION EXERCISED	
☐ Yes ☑ No	☐ Yes ☑ No	Yes	
INCUMBENT		POSITION NUMBER (*Agency-Unit-Class-Serial*)	
		290-209-5454-001	

The mission of the State Board of Equalization is to serve Californians through fair and transparent administration of Property Tax, the Alcoholic Beverage Tax, and the Tax on Insurers to strengthen communities and support state and local services.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Principal Property Appraiser (PPA) over the Assessment Services & Training and Certification Units, the Supervising Property Appraiser (SPA) plans, organizes, directs, and evaluates the work of staff in the Assessment Services Unit (ASU). 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. 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.

Candidate must be able to perform the following essential job functions with or without reasonable accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
	ESSENTIAL JOB FUNCTIONS
60%	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 County 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 unit, 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.

PERCENTAGE OF TIME SPENT	DUTIES
	MARGINAL JOB FUNCTIONS
5%	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 needed.

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

Work Enviroment:

Office environment with artificial lighting and temperature control.

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 Board of Equalization (BOE) appraiser certification including continued education.
Proficient with Microsoft Office or equivalent programs.
Knowledge of property tax laws and rules.
Travel may be required throughout the state 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

HRB APPROVAL DATE	C&P ANALYST INITIALS
11/16/2026	JK