



## Legislation Text

---

**File #:** 20-0449, **Version:** 1

---

Assessor recommending the Board adopt and authorize the Chair to sign Resolution **066-2020** amending the Assessor's current authorized personnel allocation to realign job classifications with the new workflow in the Megabyte property tax system, noting that department-specific recruitments will be conducted and vacated positions will subsequently be deleted. The Resolution will:

- 1) Increase the Property Transfer Specialist allocation by 1.0 FTE;
- 2) Add a 1.0 FTE Appraiser Aide allocation; and
- 3) Add a 1.0 FTE Supervising Appraiser allocation. (Est. Time: 15 Min.)

**FUNDING:** General Fund.

### **DISCUSSION / BACKGROUND**

#### **Reason for Recommendation:**

The organizational structure in the Assessor Office was configured to maximize effective use of the M204 property tax system. After reviewing workflow processes, assignments and structure in the recently installed Megabyte Property Tax System (MPS) the Assessor has determined that organizational realignment is necessary to increase effective use of the new system and resolve staff utilization issues. Human Resources and the Chief Administrative Office have reviewed the justification submitted by the Assessor supporting the proposed personnel changes and have determined the justification supports the request.

#### **Justification:**

**Increase in the Property Transfer Specialist allocation** - MPS processes events differently than M204. More work is required in the processing of property transfers and less in assessment support activities. MPS consolidates various elements of work in programs operated and used by the Transfer section that, in the old workflow, would be assigned to Assessment Technicians. As an example, the old document processing workflow in M204 sent the previous days recorded deeds to the drafting section for validation of the parcel number by an Assessment Technician. The new MPS system automatically sends the recorded deed directly into the Transfer section work queue, effectively bypassing the old validation and adding the parcel validation process to the Property Transfer Specialist duties. The configuration of the MPS program screens, consolidation of processing requirements and linkage of procedures have resulted in a consensus among users and managers that additional transfer processing capacity will realign staff utilization for more efficient and effective use of MPS.

**Addition of an Appraiser Aide allocation** - For assessment activities and events like permit processing, new construction detail and information gathering, subdivision characteristic work and other non-valuation support activities, the Appraiser Aide classification is more appropriate to the paraprofessional nature of this appraisal work. The Appraiser Aide class has the additional benefit of improving the career path from the Assessment Technician and Property Transfer series to the Appraiser series.

**Addition of a Supervising Appraiser allocation** - MPS requires that all valuation activity be cleared

through a quality control process before the property owner is given statutory notice of the proposed assessed value change. Upon noticing the property owner and the expiration of the appeal period, the change in assessed value is released to the Auditor. Both of these control processes are currently assigned to an experienced Senior Appraiser, primarily because there is no current intermediate supervising position appropriate to this task. In addition, there are supervisory related tasks involved in the coordination and setup of the direct enrollment element of the appraisal suite. M204 did not have this ability. A shadow system was used and managed by the Deputy Director for Systems & Support. In MPS, management of the direct enrollment program should be assigned to a supervisory level for both coordination and control. This is a time consuming task that detracts from the Assistant Assessor's other responsibilities. The proposed Supervising Appraiser position will assume the responsibility for these and other functions more suited to a supervisor level.

#### **Action to be Taken Following Approval:**

The Assessor and Human Resources will conduct departmental promotional recruitments to fill the newly created department-specific allocations. Should the allocations be filled by internal candidates, the Assessor and Human Resources will bring forward a Board item and resolution to delete the vacated positions and reestablish the overall allocations in the Assessor's office at 37.8 FTE's.

#### **ALTERNATIVES**

The Board could choose not to approve the requested allocations and recommend the Assessor revisit the staffing plan.

#### **PRIOR BOARD ACTION**

N/A

#### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Chief Administrative Office  
Human Resources

#### **CAO RECOMMENDATION**

Due to the unknown impact of the COVID-19 pandemic on County General Fund revenues, it is not recommended that the Board approve this item at this time. This item proposes to increase General Fund appropriations on an ongoing basis. Pursuant to section 2.13.005 of the El Dorado County Municipal Code, independently elected County executives have unique legal responsibilities and voter accountability and may make requests directly to the Board. However, the Chief Administrative Officer is tasked with ensuring management accountability for the resources allocated to departments by the Board of Supervisors. It is recommended that the Board revisit this request at the time that the full impacts of the financial considerations of the pandemic are known.

#### **FINANCIAL IMPACT**

Approximately \$16,000, which has been included in the FY 2020-21 Recommended Budget request.

#### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board adoption and approval, please provide a copy of the executed Resolution to Katie Lee in Human Resources.

#### **STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Karl Weiland, County Assessor