

CITY OF MADISON  
**INTER-DEPARTMENTAL**  
CORRESPONDENCE

DATE: February 19, 2010

TO: Personnel Board

FROM: Sylvia Moss, Human Resources

SUBJECT: **Assessment Aide 2, Assessor's Office**

At the request of the City Assessor's Office, I have reviewed the position of Assessment Aide 2 (Compensation Group 20, Range 11). I met with the supervisor and each employee who currently occupies one of these positions (Jerry Bentz, Daniel Dixon, Amanda Frankewicz and Ken One Peace). The amount of time these employees have performed this work varies per individual employee but the span of time ranges from over one year to four years. Based on my review of the duties, responsibilities and special certification requirement, I recommend the retitling of this position to Assessment Technician 2 and reallocation of the employees to Union Local 60 General in Compensation Group 16, Range 10. I also recommend retitling and moving the classification of Assessment Aide 1 (Compensation Group 20, Range 09) to Assessment Technician 1 (Compensation Group 16, Range 08).

The organizational chart (see attached) for the City Assessor's Office indicates placement of this position within the Residential Valuation Unit. Assessment Aide 2 work is performed under the general supervision of the Assistant City Assessor Residential. The official class description states "this is responsible technical work in providing field and office support services to property appraisal and assessment staff. Under general supervision, employees are expected to exercise judgment and discretion in completing assigned task." Movement to the Assessment Aide 2 level is structured under a career ladder advancement from the entry-level (position) classification of Assessment Aide 1.

In review of this position, I found that the employees receive building permit inspection assignments for (existing and new construction) residential and commercial property. The majority of their work (55% per the attached PD) involves exterior (property review) building permit verification and validation. A few examples of the physical field work inspections include measuring, plotting, sketching, gathering, taking photos and recording building characteristics of residential and commercial properties. Final verification is based on review and analysis of building plans. In addition, when making specific field inspections, attention is required to be given to existing properties for updates to the property records. Maintenance of the records dictates the use of computer-aided mapping software, computer-aided drawing (CAD) (i.e., converting hand drawing to digital drawing), computer-generated forms and spreadsheet programs.

Employees in this position act as departmental liaison to the Building Inspection Department to access building plans and spreadsheets data. They serve as liaison to the City Engineering Department for the purpose of updating assessment area maps boundaries for residential multi-unit and commercial area maps. Other activities include assisting professional staff in collecting, tabulating and arraying data concerning property characteristics, i.e., sale prices, rents and operating expenses. Employees will assist on an as need basis to train a less experienced employee. Certification as an Assessment Technician with the State of Wisconsin is a necessary requirement for this position at the time of appointment.

Given the level of necessary technical skills, data transformation, analysis work and State Certification required to perform the duties of this position, first, I recommend a retitling of this position from Assessment Aide 2 to Assessment Technician 2. Second, I recommend movement of this position currently classified in Union Local 60 Clerical (Compensation Group 20) to Union Local 60 General (Compensation Group 16). Third, in comparison to other positions within Union Local 60 General with similar inspection and technical responsibilities such as the Property Code Inspector 1, I recommend that Jerry Bentz, Daniel Dixon, Amanda Frankewicz and Ken One Peace be reallocated to Assessment Technician 2, Compensation Group 16, Range 10. Finally, in order to preserve the association career progression from Assessment Aide 1 to 2, I recommend retitling the Assessment Aide 1 to Assessment Technician 1 and moving it to Union Local 60 General (Compensation Group 16, Range 08). The career progression will remain in place.

We have prepared the necessary resolution to implement this recommendation.

Editor's Note:

<b>Compensation Group/Range</b>	<b>2009 Annual Minimum (Step 1)*</b>	<b>2009 Annual Maximum (Step 5)</b>	<b>2009 Annual Maximum (+12% Longevity)</b>
20/11	\$40,066	\$44,848	\$50,232
16/10	41,288	46,213	51,766
20/09	37,766	42,463	47,554
16/08	38,976	43,817	49,088

\*Salaries shown are 2009. The 2010 salary schedule is not final and salaries may be adjusted at a later date.

Attachment

cc: Mark Hanson, City Assessor  
 Joann Teresa, Assistant City Assessor Residential  
 Jerry Bentz  
 Daniel Dixon  
 Amanda Frankewicz  
 Ken One Peace