

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: November 30, 2007

TO: Personnel Board

FROM: Larry Oaks, Personnel Board

SUBJECT: **Assessment Services Supervisor**

At your November 7, 2007 meeting you considered the reorganization of the City Assessor's Office Management Team and approved the creation of a new "Assistant City Assessor – Residential" and "Assistant City Assessor – Commercial", but questioned the creation of the proposed "Assessment Services Supervisor" (18/08) in light of concerns expressed by the union that this supervisor was performing represented work (as a significant element of the assignment).

Based on these concerns, I have since spoken to the City Assessor and the incumbent "Revenue Administrative Coordinator" (scheduled for reallocation to the new class) regarding this concern. The re-evaluation yielded two conclusions:

1. I found no evidence that the incumbent "Revenue Administrative Coordinator" was spending a significant amount of time performing represented work. However, as the unit supervisor, the employee does "process" a significant volume of information prepared by the appraisal staff and entered by clerical (represented) staff. This "processing" focuses on reviewing the information for completeness, accuracy and overall integrity prior to its entry into the system by subordinates. The supervisor then spot-checks the work done by staff (utilizing a data terminal) and does make minor edits as required. While a grievance on this matter remains open and will undoubtedly address this concern in more depth, I believe that the position is performing "layout and review" work consistent with the supervisory role and is not replacing or negating the need for a permanent "Administrative Clerk 1" (as was alleged).
2. The evolution of this assignment was re-visited in conjunction to the concern above. In that context, I now believe that there is some ambiguity regarding how/when the assignment changed. As previously reported, this assignment was materially altered when the former position of "Revenue Operations Manager" was deleted in 2006. However, I now find that the former incumbent continued to provide some level of support and administrative guidance throughout the period in question. This highly unusual and unofficial capacity is a complicating factor with respect to the history of the "new" position and creates a riff between the past and future.

With these conclusions in mind, I again recommend the creation of the new class of "Assessment Services Supervisor" in Compensation Group 18, Range 08 (I have attached the previous report in its entirety for your consideration). However, I would like to alter my recommendations regarding the reallocation of the incumbent (S. Sweeney). Based on the information detailed above, I recommend the deletion of the position (#709) of "Revenue Administrative Coordinator" (18/04) and creation of "Assessment Services Supervisor" (18/08), the latter to be filled competitively.

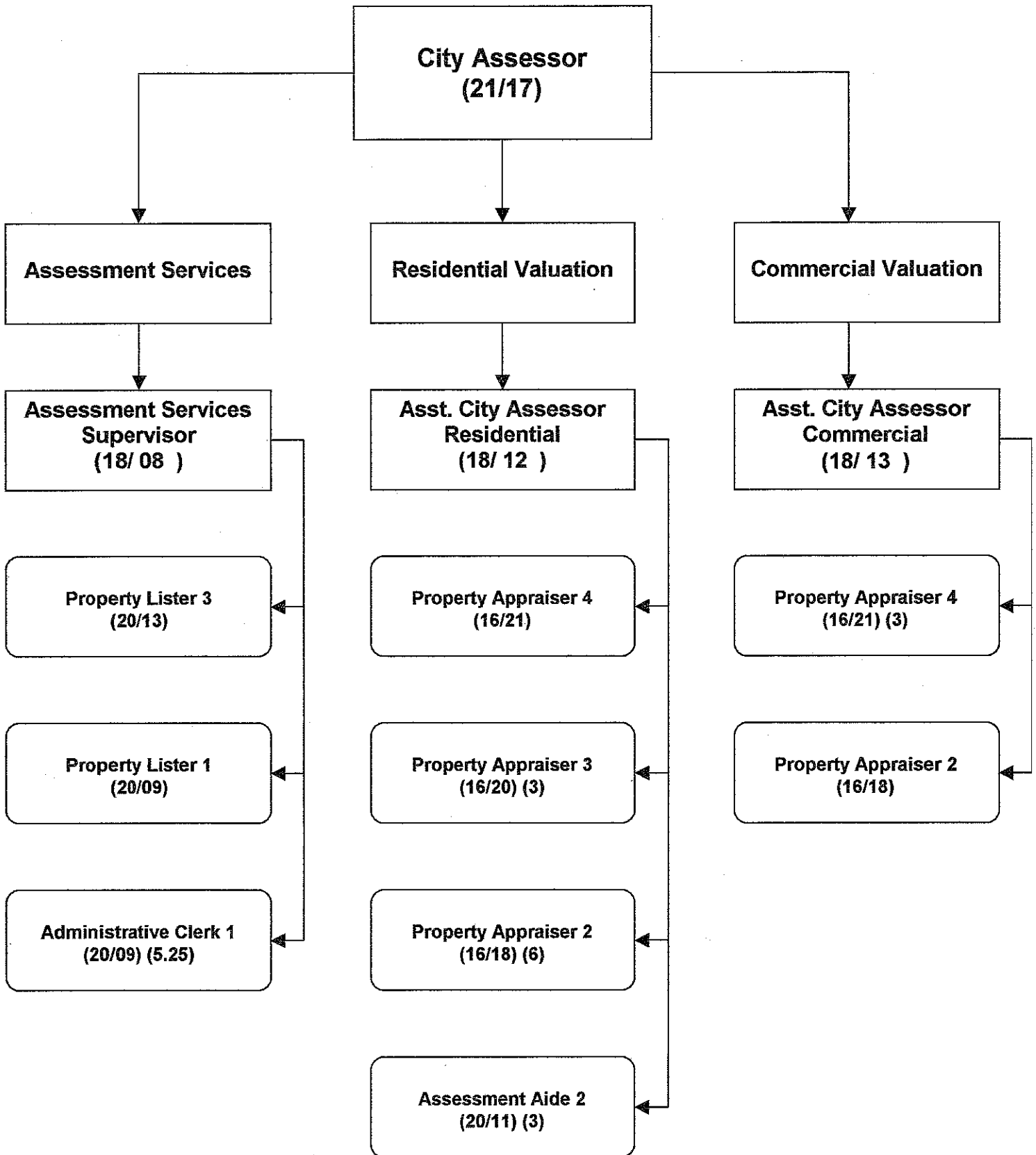
I have prepared the necessary ordinance and resolution to implement these recommendations.

Attachments

cc: Mark Hanson, City Assessor
Mike Deiters, Labor Relations Manager

Compensation Group/Range	2007 Annual Minimum (Step 1)	2007 Annual Maximum (Step 5)	2007 Annual Maximum (w/Longevity)
18/08	49,306	58,509	65,520
18/04	42,756	49,306	55,224

Draft



ASSESSMENT SERVICES SUPERVISOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible supervisory, administrative and technical support work in planning and directing the maintenance and processing of Assessment Division files, the assessment roll, and related maps and records; in coordinating the City Assessor's Office administrative functions. Under the general supervision of the City Assessor, work is performed with a high degree of independence within established programmatic parameters.

Examples of Duties and Responsibilities:

Plan and direct the administrative, technical and clerical functions of the City Assessor's Office. Hire, train, supervise and evaluate subordinate staff.

Plan and direct the preparation, processing and maintenance of manual and automated files to insure that the assessment roll, indexes and reports are complete and accurate. Plan and direct the maintenance and processing of assessment records, maps, deeds, plats, lot splits, combinations, etc. to ensure that maps and legal description files are up-to-date and accurate.

Coordinate and direct customer service functions of the Assessment Division. Oversee clerical and technical staff in responding to inquiries, e.g., related to valuation and tax processes, details about properties, legal descriptions and special record requests, property inspection schedules, board of review hearings, etc.

Oversee and coordinate the administrative functions of the City Assessor's Office including monitoring the capital and operating budgets. Provide coordination and support in the areas of: personnel, labor relations, purchasing, and payroll. Oversee and coordinate data processing activities for the department. Coordinate and/or participate in the development of data processing programs and systems. Supervise and control data input/output and system utilization and integrity.

Provide centralized administrative support. As a member of the departmental management team, assist in planning, organizing and controlling the operations of the department. Develop and recommend standards and controls to measure the degree of operational effectiveness; review various functions on an ongoing basis to verify effectiveness and economy.

Organize and coordinate clerical support for the Board of Assessors and Board of Review in accordance with Wisconsin State Statutes, governing policies and operating procedures.

Prepare various statutory financial reports such as Assessor's Final Report and Statement of Assessment for each Tax Incremental Finance District and for the City of Madison. Develop various statistical reports and special studies; prepare various written administrative reports.

Perform related work as required.

QUALIFICATIONS

Knowledges, Skills and Abilities:

Thorough knowledge of applicable governmental assessment activities. Thorough knowledge of assessment procedures and practices. Working knowledge of relevant data processing systems and their development and maintenance. Thorough knowledge of applicable principles of administration and management including supervisory practices, and budget development and control. Ability to plan and prioritize the work of subordinates and to hire, train, assist, supervise, evaluate, discipline, and counsel a large clerical and technical/paraprofessional staff. Ability to analyze administrative and operational problems and recommend and/or undertake practice solutions. Ability to collect, review and interpret data and to prepare statistical and narrative reports. Ability to establish and maintain effective working relationships. Ability to communicate effectively, both orally and in writing. Ability to maintain adequate attendance.

Training and Experience:

Four years of responsible administrative experience in a comparable assessment program which included supervisory, data processing system development and maintenance, and budget development and control responsibilities. Such experience will normally be gained after graduation from an accredited college or university with a degree in Public or Business Administration or a related field. Other combinations of training and/or experience, which can be demonstrated, to result in the possession of the knowledges, skills and abilities necessary to perform the duties of this position will also be considered.

Necessary Special Qualifications:

Certification by the State of Wisconsin as an Assessment Technician.

Department/Division	Comp. Group	Range
Office of the City Assessor	18	08

Approved: _____
Brad Wirtz
Human Resources Director

_____ Date

Amending Section 3.54 (1)(b) of the Madison General Ordinances by creating the class of Assessment Services Supervisor in Compensation Group 18, Range 08, thereof.

Resolution that the position #709 of Revenue Administrative Coordinator in Compensation Group 18, Range 04, (occupied by S. Sweeney) in the permanent salary detail of the Assessor's Office budget is repealed and recreated as a position of Assessment Services Supervisor in Compensation Group 18, Range 08, thereof. Be it further resolved that the former position shall not be deleted until the new position is filled.