

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: June 22, 2007

TO: Personnel Board

FROM: Larry Oaks, Human Resources

SUBJECT: **Property Lister Series**

The City Assessor's Office, union representatives, and the Human Resources Department have worked collaboratively to modify the current Assessment Aide/Property Appraiser career ladder to better meet the needs of the organization and impacted employees. In brief, the current career ladder anticipates the opportunity for employees to be hired as entry-level "Assessment Aide 1's" (20/09), gain requisite skills that allow them to progress to "Assessment Aide 2's" (20/11) and then, subsequently, progress through the four levels of "Property Appraiser 1-4" in a structured manner. This system generally has considerable advantages to employees and management in that it affords the opportunity for career growth and promotes a stable well-trained workforce. However, we find that there are several "office" technical assignments that do not readily afford the opportunity for employees to gain requisite "field" assessment/property appraisal skills to facilitate progression. Further, as employees are rotated through these assignments there has been a tendency to both undervalue the significance of this work and to some degree not fully appreciate employee preference for performing this work on an ongoing basis—while at the same time destabilizing the continuity of associated activities.

Within this context, it has been determined that this "office" technical work should be recognized through permanent and ongoing positions—and classified as such. The duties in question incorporate technical and administrative work associated with the preparation of property legal descriptions and the maintenance of the assessment roll files. More generally, this is the process of defining and tracking each parcel of property within the City so that it can be properly assessed and taxed consistent with governing standards, and within the established intergovernmental network (i.e., Dane County and the State of Wisconsin). Within the industry, this work is characterized as "Property Listing" which is distinct from "Property Appraisal," per se.

These duties are currently an element of the classes of "Assessment Aide 1" (Compensation Group 20, Range 09) and "Assessment Aide 2" (Compensation Group 20, Range 11). This structure provides for an entry-level and journey-level (obtained after the requisite operational skills are obtained). I am proposing that those "office" activities specific to "property listing" be redirected to a new "Property Lister 1" and "Property Lister 2" classification structure in Compensation Group 20, Range 09 and 11, respectively (no change in compensation). Further, given this change in the emphasis of this service, I propose the creation of a new "Property Lister 3" classification characterized by lead-level responsibility to describe an existing position that has been functioning in that role. I propose that this new classification be placed in Compensation Group 20, Range 13—providing an appropriate relationship with the subordinate journey-level of the series (20/11). The class specifications are attached for your review.

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As least initially, this service will be staffed by two employees: one vacant position (#718) of Administrative Clerk 1 (20/09) will be allocated to "Property Lister 2" (20/11) and one position of "Assessment Aide 2" (20/11), occupied by M. Richards., will be allocated to "Property Lister 3" (20/13). I recommend that the employee be reallocated to that level in recognition of the evolution of her assignment.

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)
20/09	35,591	40,017	44,824
20/11	37,759	42,265	47,346
20/13	40,017	44,620	49,972