



Agenda Date: 10/3/2006  
Agenda Placement: 6S

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Mark Gregersen - Director  
Human Resources  
**REPORT BY:** Karla Jensen, Human Resources Analyst II , (707) 253-4489  
**SUBJECT:** Amend the Departmental Allocation List and Table & Index of Classes for the Assessor-Recorder-County Clerk Department

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution regarding the following in connection with the Assessor-Recorder-County Clerk Department, effective October 3, 2006:

1. Amend the Departmental Allocation List to:
  - a. Delete one (1) Auditor-Appraiser III;
  - b. Add one (1) (S) Supervising Auditor-Appraiser;
  - c. Add one (1) Senior Assessment-Records Assistant;
2. Amend the Table and Index to delete Auditor-Appraiser III and add Supervising Auditor-Appraiser; and
3. Amend appropriate policies to add Supervising Auditor-Appraiser.

### **EXECUTIVE SUMMARY**

The Assessor-Recorder-County Clerk has identified a need to create a new first line supervisor position for the Business Property Unit. Previously, the Chief Appraiser has functioned as the first line supervisor for the staff in this Unit. This is no longer feasible due the increase in the volume and the dollar valuation of the business transactions of the Unit. This new classification of Supervising Auditor-Appraiser combines the technical knowledge and supervisory responsibility required to supervise the daily activities of the Unit. The Supervising Auditor-Appraiser classification will replace the currently vacant classification of Auditor-Appraiser III.

The Assessor-Recorder-County Clerk has also identified the need to add a second Senior Assessment-Records Assistant in the Assessor Division to solve a new concentrated work flow that has been created by the automation of several former manual processes within this Division. This position will be filled through a Department promotional opportunity recruitment and the subsequent vacant position will be deleted.

**FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The recommended changes will have a net cost increase of approximately \$8,500 (base wages plus retirement contributions) for Fiscal Year 06/07. This cost increase will be covered by salary savings due to vacancies.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	With the increase in volume and the dollar value of appraisable and re-appraisable events, the Assessor-Recorder-County Clerk has identified the need to reorganize current staff assignments to upgrade a line position to supervisory level to manage these revenue producing activities and to upgrade a line Assessment-Records Assistant position to a Senior position to review process new automated workflow. Without these upgraded positions, it is very likely the Division will begin to experience a backlog of work. This backlog will impact the timely notification of property owners and the receipt of taxes owed the County.
Is the general fund affected?	Yes
Future fiscal impact:	The future fiscal impact of the proposed change is approximately \$11,300 (base wages plus the retirement contribution estimate) per year. The department has committed to look at further changes to offset as much of this increased expense in future budgets as possible.
Consequences if not approved:	If these recommended changes are not approved, the Division will experience a backlog of work as there is no additional capacity in the current staff to absorb these additional tasks.
Additional Information:	None

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

The Chief Appraiser manages both the Real Property and Business Personnel Property Units in the County's Assessor Division. Incumbents in this position have been well versed in the appraisal requirements for assessment of real property because the great majority of professional appraiser staff in Assessor offices throughout the state are real property appraisers. Traditionally, Napa County's Chief Appraisers have relied on the Auditor-Appraiser III class to provide the technical expertise needed for business personal property assessments. The simultaneous vacancy of the Chief Appraiser and the Auditor-Appraiser III has provided the Assessor-Recorder-County Clerk with an opportunity to review the current organizational structure of the Assessor Division. With the volume and assessed dollar value of the Business Property Unit increasing at an average rate of \$40M per year, this Unit's assessment roll is rapidly approaching \$1B. This increase in business prompted the Assessor-Recorder-County Clerk to request that a new supervisory class be established to oversee the daily

activities of the Business Property Unit. This new class would have the required knowledge and the authority to effectively manage the daily activities of this Unit and will replace the currently vacant Auditor-Appraiser III position.

Human Resources conducted a reorganization study and found that five of our eight identified jurisdictions of comparison (Contra Costa County, Marin County, Monterey County, City of Napa, Placer County, Santa Cruz County, Solano County and Sonoma County) have a supervisory class over their Auditor-Appraiser Unit. The average base compensation of the matching classes within these five jurisdictions of comparison (Contra Costa County, Marin County, Monterey County, Solano County and Sonoma County) was calculated, and a recommended salary rate for the proposed County class of Supervising Auditor-Appraiser was identified. The rate is shown in "Exhibit A" of the attached resolution.

The second reorganization request from the Assessor-Recorder-County Clerk was for the upgrade of a line Assessment-Records Assistant to a Senior Assessment-Records Assistant in the Assessor Division. The Senior Assessment-Records Assistant is responsible for determining whether a recorded document has triggered a "re-appraisable event". The upgraded Megabyte Property Tax System has also added the additional responsibility of creating base year tracking allocations to this classification's list of responsibilities. In addition, the upgraded Megabyte Property Tax System has significantly decreased the period of time from receipt of a document to the time of final review by the Senior Assessment-Records Assistant. The addition of the base year tracking responsibility, the increase in volume, and the reduced processing time has resulted in a backlog in the transfer queue of documents awaiting review by the Senior Assessment-Records Assistant. Without the addition of a second Senior Assessment-Records Assistant to complete this necessary review and create the ensuing reappraisal workflow, the Division will experience a delay in reappraising properties resulting in the delay of the timely completion of the assessment roll. Such a delay would also mean that the assessment roll would not be transferred in a timely manner to the County Auditor-Controller thereby affecting the collection of revenues and the notification of tax bills to new homeowners. This second Senior Records-Assistant position will be filled through a Department promotional opportunity recruitment and the subsequent vacant position will be deleted.

Therefore, the Human Resources Director recommends the adoption of the accompanying Resolution regarding changes to the Departmental Allocation List and the Table & Index of Job Classes for the Assessor-Recorder-County Clerk Department as listed in Exhibit "A," effective October 3, 2006.

## **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton