



Request for City Council Committee Action from the Department of Human Resources

Date: November 24, 2014

To: Mayor Betsy Hodges and the Executive Committee

Referral to: Ways and Means Committee

Subject: New Appointed Position: Manager Assessment Services

558 points/Grade 12 (\$88,480- \$104,314)

Recommendation:

1. Find that the proposed position meets the criteria in Section 20.1010, Council to Establish (Appointed) Positions, as follows:
 - (1) The person occupying the position will report to the head of the designated city department or the designated city department head's deputy.
 - (2) The person occupying the position will be part of the designated department head's management team.
 - (3) The duties of the position involve significant discretion and substantial involvement in the development, interpretation, or implementation of city or department policy.
 - (4) The duties of the position do not primarily require technical expertise where continuity in the position would be significant.
 - (5) The person occupying the position needs to be accountable to, loyal to, and compatible with the mayor, the city council, and the department head.
2. Approve the proposed position: Manager Assessment Services; 558 points/Grade 12
The position is FLSA – Exempt
3. Approve the recommended salary schedule for the position, which has a range of \$88,480 to \$104,314, effective December 12, 2014, and authorize annual step movement for the incumbent provided satisfactory or better performance in the job:

Title	Points	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<u>Manager Assessment Services</u>	558	88,480	93,137	95,000	96,863	98,725	100,588	102,451	104,314

4. Refer to Ways and Means

Prepared or Submitted by: Pamela Nelms, CCP, SPHR

Human Resources Senior Consultant/Compensation; 673-3344

Approved by: _____

Patience Ferguson
Chief Human Resources Officer

Spencer Cronk
City Coordinator

Presenters in Committee: Pamela Nelms, CCP, SPHR
Human Resources Senior Consultant

Financial Impact (Check those that apply)

No financial impact (If checked, go directly to Background/Supporting Information).

Action requires an appropriation increase to the _____ Capital Budget or _____ Operating Budget.

Action provides increased revenue for appropriation increase.

Action requires use of contingency or reserves.

Business Plan: Action is within the plan. Action requires a change to plan.

Other financial impact (Explain):

Request provided to department's finance contact when provided to the Committee Coordinator.

Background/Supporting Information

Dear Mayor Hodges:

The position under consideration is a combination assessment and information technology position. The City Assessor requested Human Resources to assess the impact that changes in technology and in assessing practices and regulations have had on the classified Manager Assessment Services position, and that the position convert to the Appointed Service.

The position is responsible for directing the development and operation of the technology systems used in the City Assessor's Office, including the Computer Assisted Mass Appraisal (CAMA) system. It will oversee and coordinate all data management functions of the department, including security, and will troubleshoot any software or hardware malfunctions. The position also develops all policies and procedures pertaining to the use and integration of department technology, developing the staff training, training manuals, and performance metrics used for all Minneapolis real and personal property assessments.

Additional duties and responsibilities include but are not limited to:

- Supervise the execution of all State, County and City real estate assessment programs, including performance metrics and application of the Computer Assisted Mass Appraisal (CAMA) models for all Minneapolis real and personal property
- Coordinate classification and assessment functions to create abstracts and reports to assist local governments, school districts, City Departments, Department of Revenue and general public with tax assessment information as needed
- Respond to Mayor, City Council, City and non-City departments and neighborhood groups on requests for information, assistance and professional advisement on real estate trends and property tax questions
- Lead the City's response to the Department of Revenue's audits on Equalization, Sales Ratios, and Local Government Aid (LGA). Rapidly respond to Inter-Governmental Relations (IGR) on new tax legislation; interpret and analyze impact for the City Assessor and elected officials
- Coordinate Open Book, City Board and Hennepin County Board of Appeal and Equalization processes.
- Coordinate various work projects and outside contract work; help to develop contracts and specifications for vendors; Responsible for compliance to specification, approves contractor invoices and authorizes payment.
- Support executive level decision-making by providing recommendations and input into strategic planning and Departmental policy design.
- Provide budgetary analysis for senior management to assist their decision-making.
- Direct, instruct, and advise employees on: current real estate appraisal data, the valuation of real property, new legislation affecting valuation and assessment administration, real estate tax law, assessment procedures and public relations problems
- Inform and educate taxpayers on Minnesota real estate laws and procedures related to property tax assessment and real estate sales activity
- Promote a diverse, culturally competent, and respectful workplace

Factor Summary of the evaluation of the position.

Factor	Points	Analysis
Pre-requisite Knowledge	65	The position requires a Bachelor's Degree in Real Estate, Architecture, Engineering, Finance or equivalent degree, and 5 years of related experience which includes both assessing and technical support for a complex Assessment modeling system. The position requires strong knowledge of: Govern, SQL Server, Access, ESRI GIS, SPSS, Crystal Reports, APEX, Narrative1 and Microsoft Applications in addition to other off the shelf database software packages. It requires a strong background in and knowledge of Minnesota's property tax statutes, the Department of Revenue's Assessment Administration Manual and the Uniform Standard of Professional Appraisal Practice (USPAP) Standards. It also requires an Accredited Minnesota Assessor (AMA) certification at start and a Senior Accredited Minnesota Assessor (SAMA) certification or equivalent within twelve (12) months of hire.

Decisions and Actions	65	Jobs at this level are usually responsible for all aspects of a major function and regularly deal with matters that are broad in scope and complex and unusual problems are encountered with considerable frequency. Job performance impacts City finances or the delivery of services. Errors or inadequacies may cause very serious and notable inconvenience, embarrassment or expense. Work is performed under general supervision in accordance with broadly stated policies or principles. Decisions and actions are subject to approval only in unusual cases or where considerable expense is involved.
Supervisory Responsibility	5	The position will directly supervise two positions, an Assessor II and A Business Applications Manager.
Relationships Responsibility	65	<p>The position will have contact with several City positions, including the City Assessor, Directors and Managers in the Assessment Department, managers and staff in the Information Technology department, City Council members and their staff. Relationships with contacts from outside the City organization include the general public, real estate brokers, appraisers, staff at the Minnesota Department of Revenue (MN DOR) and the United States Census Bureau.</p> <p>Jobs at this level are responsible for creating and maintaining effective relationships that are essential to the success of the job function and that require the use of tact and diplomacy in dealing with departments, agencies and constituents on matters that could result in potential lawsuits, have large financial impact, or where the main object will be to achieve successful outcomes for the Department's financial operations, or where communications are closely scrutinized, are highly visible and have the potential of harming the City's image.</p>
Working Conditions	20	The position will work in normal office environment and will have exposure to the typical equipment in an office including computer keyboarding, copiers, and phones.
Effort	55	Jobs at this level are typically higher level professional and technical positions faced with continual deadlines, time pressure, and a need to pay strict attention to detail, resulting in significant mental effort. Deadlines are crucial and work often must be performed in a constrained time window. These jobs often require significant time using a computer keyboard and mouse, reading detailed and technical material, documentation, and related detail content, which causes eyestrain and other fatigue. There is often considerable mental effort and pressure associated with prioritizing and dealing with competing priorities.

Attached: Classification Report and Salary Ordinance