



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources
Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214

Date: 05/09/2014
To: Randy Walruff, County Assessor
From: Susan Mullett, Classification and Compensation Unit (503/3/300) *Susan Mullett*
Request #: 2492
Position Number: 705139

We have completed our review of your request and the decision is outlined below.

Request Information:

Date Received: 05/07/2014	Effective Date: 05/09/2014
Current Classification: Property Appraiser 1	Allocated Classification: Program Supervisor
Job Class Number: 6051	Job Class Number: 9361
Pay Grade: 21	Pay Grade: 124-126
	Pay Range: \$25.53 - \$39.40 Hourly \$53,305.44 - \$82,261.92 Annually

Position Information:

- ☒ Represented
- ☒ Vacant - see New/Vacant Section

Reason for Classification Decision:

This position in the Assessment, Recording and Taxation division (DART) is submitted as a reclassification from Property Appraiser 1 to Program Supervisor. DART is reorganizing in order to better align staffing guidelines as required by the Oregon Department of Revenue, utilize existing positions more effectively, adjust to increasingly technological change, meet span of control standards, and address succession planning, and risk litigation. Duties include exercise direct supervision over staff, including training and instructing assigned appraisers, appraiser technicians, and other assigned staff; develop and recommend improvements and modification to policies and procedures; assign and review work, including supervise the compilation and analysis of sales data, confer with the State staff on appraisal and assessment problems and statutes, and ensure proper pricing and valuation tables are set up and maintained in computer system; supervise the process of applications for cancellations and reappraisals and assist in the supervision of special valuation and tax billing of properties; assign and review the preparation of appraisal and assessment reports and assign appeals to staff; and approve the changes to the Assessment roll. Minimum qualifications shown include an equivalent to an Associate's degree in real estate, appraising, business or accounting, and four (4) years of commercial, residential or industrial real estate appraisal experience.

An analysis of the *Operations Supervisor (9025)*, *Program Supervisor (9361)*, and *Program Manager 1 (9615)* classifications was performed before making an allocation decision:

The *Operations Supervisor (9025)* classification is the first level supervisor in a two-level classification series. Employees in this class are working supervisors responsible for planning, organizing, and exercising supervision over the day-to-day activities of an operations or support section; and performing a variety of technical tasks relative to the assigned area of responsibility. Positions in this classification may exercise indirect control through lead workers or may exercise direct control over assigned staff. Operations functions range from general administrative functions such as managing clinic support activities; offices/work units with a large administrative support team; and/or managing an internal, more specialized work team such as medical records, finance/accounting, and technical records. The primary emphasis of this classification is on assigning work, establishing work schedules, and monitoring work performed by subordinates. Minimum qualifications include the equivalent to the completion of the twelfth grade supplemented by specialized office management or supervisory training; and three (3) years of increasingly responsible operations experience with one (1) year of lead or supervisory experience. This classification is

not a good match as the focus is supervision and coordination of operations, support or administrative functions.

The *Program Supervisor (9361)* classification is distinguished by responsibility for supervising a small program, section or unit that includes professional staff. Program Supervisors carry out the objectives and goals of a section or program; perform work requiring technical knowledge of a specialized area, the application of management skills, initiative, and judgment in anticipating and determining requirements, and a capacity to perform work independently; and perform a variety of technical tasks relative to the area of responsibility. Incumbents often function as subject matter experts for their small teams, resolving critical or complex program issues and problems. Qualifications include the equivalent to a Bachelor's degree with major course work in business administration, public administration, or a related field; and three (3) years of increasingly responsible professional leadership or technical program experience in the desired field or discipline. This classification is a good match because the focus for this position is on program supervision.

The *Program Manager 1 (9615)* is the second level of management and has broader requirements of managing multiple programs. This classification exercises indirect control over assigned staff through supervisors and/or lead workers and has significantly larger budget and program scope and impact. Minimum qualifications include equivalent to a Bachelor's degree in business administration, public administration or related field and five (5) years of increasingly responsible and major program experience in the desired field or discipline, including three (3) years of program supervisory and/or leadership experience. This classification is not a good match since the focus is on managing multiple programs and exercises indirect control or supervision over assigned staff.

The duties, responsibilities, and qualifications support that this position is allocated to *Program Supervisor (9361)*.

Rules and Rights:

This classification decision is subject to all applicable requirements stated in Multnomah County Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described. This allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

If you have any questions, please feel free to contact me at 503-988-3241.

Cc: Department HR
Class Comp File copy