



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214
(503) 988-5015 Phone

To: Randy Walruff, County Assessor
From: John Kaneski, Classification and Compensation Unit (503/3/300) *John Kaneski*
Date: October 21, 2011
Subject: Reclassification Request #1814 (Property Appraiser 1 to Property Appraiser 2)

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

Request Information:

Date Request Received: October 13, 2011	Position Numbers: 706160, 705424 & 701735
Current Classification: Property Appraiser 1	Requested Classification: Property Appraiser 2
Job Class Number: 6051	Job Class Number: 6042
Pay Grade: 21	Pay Grade: 25

Request is: ☒ Approved as Requested Effective Date: October 21, 2011

Allocated Classification: Property Appraiser 2	Job Class Number: 6042
Pay Range: \$49,318.56 - \$60,635.52 Annually	Pay Grade: 25

This classification decision is subject to all applicable requirements stated in MC 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. Further, this allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

Position Information:

☒ Vacant - see New/Vacant Section ☒ Represented

New/Vacant Position Information:

If the position is vacant or incumbent not reclassified with position, position must be filled in accordance with the normal appointment procedures. If position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult with the Department Human Resources Unit for assistance.

Reason for Classification Decision:

Three (3) vacant Property Appraiser 1 positions are being moved from Residential to Commercial Appraisal as part of a span of control redesign and other organizational changes. Property Appraiser 1 is the entry-level within the Property Appraiser series. Incumbents have less complex assignments, which are typically limited to residential properties, and are usually not assigned to represent the Assessor at Board of Property Tax Appeals, Department of Revenue (DOR) or Oregon Tax Court proceedings. Property Appraiser 2 is the full professional-level job class in the series and is distinguished by its responsibility for more complex assignments in appraising residential, multifamily, farm/forest, commercial and industrial properties, and the preparation of (and representation of the County in) cases for real and personal property. The three positions under review will be full professional-level positions responsible for appraising commercial properties for ad valorem taxation purposes in accordance with Oregon DOR rules and regulations, as well as participating in Magistrate/DOR hearings and Board of Property Tax Appeals. The responsibilities and level of complexity of these positions best fit the Property Appraiser 2 (6042) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 22342.

cc: Pamela Hodge, HR Manager	Elisabeth Nunes, HR Manager
Karin Lambertson, HR Manager	Leola Warner & Jacqueline Burns, HR Maintainers
Ronald Rodwick, Program Manager	Bryan Lally, AFSCME
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