



State of Oregon Position Description

Company: Department of Revenue
Organization: Timber Farm Forest & Factor Book - DOR
Service Type: Representable Classified

SECTION 1. POSITION INFORMATION

Job Profile Title:	Appraiser Analyst 4	Job Profile ID:	C0728
Business Title:	Appraiser Analyst 4	Position ID:	000000005948
Employee Name:		Company ID:	15000
Representation:	OAS	Budget Auth No:	520750
Location:	Salem DOR Revenue Building		
Supervisor:	Paul Morrison (Revenue Manager 2)		
Position:	Appraiser Analyst 4		
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:			
Overtime Eligible:	No		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

a. Describe the program in which this job exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Special Programs Unit ensures the agency fulfills its statutory duties of supervision of Oregon's property tax system through the following:

1. Assisting county assessors with management of valuation programs and special assessment programs
2. Training county staff in real property valuation
3. Resolving complex valuation issues by proposing legislative concepts, administrative rules, appraisal guidelines and, when necessary, litigation support
4. Reviewing county work

b. Describe the purpose of this position, and how it functions within this program, by completing this statement:

The purpose of this job/position is to . . .

Functions as a staff team leader to plan, direct and participate in staff activities of evaluating and assisting local government with assessment of property to ensure compliance with property tax law. This position provides high-level technical expertise for major property tax programs relating to county assessment and taxation programs.

State of Oregon DEI Vision, Values, and Goals

Vision

Within this context of historical harms, changing demographics, intersectional identities, and more; our vision for the next five years and beyond is to:

- Dismantle institutional and structural racism in Oregon state government, and by doing so, have resounding impacts on the communities of our great state.
- Build a more equitable Oregon where everyone has the opportunity to thrive and everyone’s voice is heard.
- Ensure an inclusive and welcoming Oregon for all by celebrating our collective diversity of race, ethnicity, culture, color, disability, gender, gender identity, marital status, national origin, age, religion, sex, sexual orientation, socio-economic status, veteran status, and immigration status.

Values

- Putting racial equity at the forefront while understanding intersectionality. We must be bold and put racial equity at the forefront as a primary and pervasive location of oppression that connects with and worsens other identity-based inequities.
- Prioritize equity, anti-racism, and racial justice actions. Commitment to prioritizing equity and eliminating racial disparities involves taking action in our policies, budgets, decision-making, and daily work.
- Foster internal and external partnerships. Across the state enterprise and other institutions, community-based organizations are crucial to achieving racial equity. True partnership means shared power, listening, resolving tensions by creating solutions together, and scaling up what already works well.
- Ensure collective responsibility and accountability. As public servants, we have a collective responsibility at every level of government to proactively reduce racial disparities and barriers. We must establish measurements of success so that we can ensure improvements are real and ongoing.

Goals

1. Establish strong leadership to eradicate racial and other forms of disparities in all aspects of state government.
2. Center equity in budgeting, planning, procurement, and policymaking.
3. Strengthen public involvement through transformational community engagement, access to information, and decision-making opportunities.
4. Improve equitable access to services, programs, and resources including education, health, housing, human services, environmental justice, criminal justice, and economic opportunities.
5. Foster an inclusive workplace culture and promote equitable hiring, retention, and promotion practices

SECTION 3. JOB DESCRIPTION

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "essential" (E) or "Non-Essential" (NE) function.

SECTION 3. DESCRIPTION OF DUTIES

List **major** duties. Note percentage of time duties are performed. If this is an existing position, mark "N" for new duties or "R" for revised duties. Essential duties are indicated with an "asterisk."

% of
Time

N/R DUTIES

70% * Conducts, reviews, or leads a team in the administration of the following:

1. Farm/Forest Special Assessment

- 2. Appraisal Factor Books
- 4. Residential, commercial, industrial and other special use properties
- 5. Timber tax programs, including Forestland Valuation Modeling

Testifies at formal and informal hearings and in court where special appraisal expertise is required. Reviews and comments on highly complex appeals, court decisions, legal opinions, and abstracts to identify impact on appraisal policies and procedures. Provides information and testimony for legislative committees. Provides information to taxpayers and taxpayer groups.

Maintains a high level of appraisal skill on all property types including commercial, industrial, residential, farm, forest and personal property. Reviews government economic reports, trade publications and periodicals for information on the real estate market, economic trends, and leading appraisal techniques.

* Leads a team’s work activities in the following: planning, coordinating, assigning, and reviewing staff work.

Participates in the identification of unit goals and objectives to support the agency mission and goals. Develops quarterly and annual work plans and special project plans. Seeks to obtain necessary training and other resources to maintain program effectiveness. Functions as a team leader in regularly planning and reviewing work of other appraisers.

* Participates in the administration of other section-wide programs or appraisal activities.

20% * Consults with and advises department staff, local government, and county staff in the interpretation and requirements of Oregon assessment statutes, administrative rules, department guidelines, and court rulings. As part of these consultations, leads projects for evaluating the health of various statewide assessment practices, and makes appropriate recommendations. Provides guidance and advice on highly complex valuation issues, property appraisals, and special assessments.

*Leads technical staff groups and committees in the development of standards, methods and procedures, such as would apply in the development of administrative rules, appraisal methods, valuation data requirements, and assessment best practices.

* Reviews and evaluates training activities for county and department assessment personnel on appraisal techniques and assessment procedures. Evaluates class curricula to assure training objectives are met. Provides training to department and county appraisers.

10% other duties as assigned.

100%

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any that are a regular part of this job. Include frequency of exposure to these conditions.

Occasional exposure to weather, noise, dust, fumes and manufacturing processes with moving machinery and equipment. Walks and climbs during field inspections. Frequent auto travel away from home and during times of bad weather. Attends occasional night meetings. Frequent contact with irate taxpayers.

SECTION 5. GUIDELINES

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

SECTION 5. GUIDELINES

a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

Oregon Revised Statutes, Oregon Administrative Rules, Department of Revenue policies, procedures, assessment and appraisal guidelines, and decisions of Oregon and federal courts. Professionally recognized appraisal textbooks and manuals.

How are these guidelines used?

b. How are these guidelines used to perform the job?

Used to develop, evaluate, change or maintain program standards, policies, systems, procedures, legislative concepts, rules, and program priorities. Also to advise, train, and direct other department staff, county assessment personnel, and other local government officials to ensure proper administration of Oregon's property tax system.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who	How	Purpose	How Often?
County Assessors County staff Property Val Appeal Board Co Commissioners Taxpayers and reps Legislators	In Person, by mail, email or telephone	Ensure compliance with laws, assist and advise	Regularly

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

SECTION 7. JOB RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

This employee makes decision on matters relating to the quality of county assessment and taxation programs. Frequent decisions are made in planning, assigning and reviewing work of others in the employee's work unit.

Indicate effect of the decision where possible.

Decisions concerning county assessment programs may result in Director's recommendations and supervisory orders.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Revenue Manager 2	4015000	In Person, by mail, email or telephone	Regularly	

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

SECTION 10. ADDITIONAL JOB RELATED INFORMATION

Any other comments that would add to an understanding of this position:

This position requires considerable planning and organizing ability as well as skill in maintaining good diplomatic relations, technical report writing, public speaking, and knowledge of Oregon assessment statutes and appraisal theory.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

MUST COMPLY WITH LAWS AND AGENCY POLICIES ON OREGON'S TAX FILING REQUIREMENTS, AND LAWS PROHIBITING DISCLOSURE OR MISUSE OF CONFIDENTIAL INFORMATION.

Registered appraiser under ORS 308.010
Valid Oregon driver's license
Sworn secrecy clause
Specific education or work experience

SECTION 11. BUDGET AUTHORITY

If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount	Fund Type
(Budget Authorization #000520750)		

SECTION 12. ORGANIZATIONAL CHART

Employee

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Date

Manager Date

Appointing Authority

Date