

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Senior Specialist Property Appraiser		WORKING TITLE Board Roll Production Coordinator	
UNIT/DISTRICT/LOCATION State-Assessed Properties Division/Sacramento		POSITION NUMBER 290-312-5449-004	
SEERA DESIGNATION R	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED BOE Appraiser Certificate
FINGERPRINTS REQUIRED <div style="display: flex; justify-content: space-around; align-items: center;"> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> </div>		SUPERVISION EXERCISED Acts in a lead capacity in the Board Roll Section	

Job Requirements

Knowledge of:

- California property tax laws; rules and regulations administered by the Board of Equalization, and related legal opinions and court decisions
- Appraisal terminology principles and standards.
- Property assessment and allocation procedures utilized by the State-Assessed Properties Division
- Contents of the Board Roll of State Assessed Property and statutory deadlines as required by the California Revenue and Taxation Code
- Fundamental knowledge of information technology concepts
- State Data Center procedures
- Electronic data processing equipment and its capabilities

Ability to:

- Apply the above listed knowledge effectively
- Analyze complex property tax Board Roll/computer programs
- Evaluate data and draw sound conclusions
- Evaluate situations accurately and take effective action
- Analyze complex audit and appraisal situations.
- Prepare clear, complete and concise reports
- Communicate effectively, both orally and in writing
- Create and maintain cooperative working relationships
- Work under pressure and meet deadlines
- Operate calculators, copiers, and other typical office equipment
- Function as the staff specialist in a difficult and sensitive Board program
- Resolve complex data processing problems
- Apply creative thinking in the design and development of methods of processing data with electronic computers
- Lead appraisal staff on Board Roll analytical work
- Act as a lead person to plan, organize, and direct the work of technical and clerical staff
- Travel throughout the state by air or car up to 25 percent of the time
- Work in a high-rise building
- Effectively communicate program needs and objectives to TSD personnel

Desirable Qualifications

- Flexibility and willingness to adjust to changing assignments and priorities
- Strong written and verbal communicator with excellent interpersonal and organizational skills
- Proficiency in using a personal computer, including various software packages such as word processing, spreadsheets and relational database programs for report writing and data analysis

Statement of Position

Under the direction of a Supervising Property Appraiser (BOE), the Board Roll Production Coordinator is responsible for the coordination of the timely annual production of the Board Roll of State Assessed Property, including providing information to assist with the development of computer programs and “trouble shooting” to determine and recommend solutions to production problems in coordination with the Technology Services Division (TSD). The incumbent is the staff expert concerning Board Roll production, and plays a key roll in formulating and recommending policy to State-Assessed Properties Division and Property and Special Taxes Department management. In addition, the incumbent leads a staff of technical support personnel involved with Board Roll maintenance and technical support functions for the division. Travel throughout the state up to 25 percent of the time.

Candidate must be able to perform the following essential job functions (*) with or without reasonable accommodations.

PERCENTAGE OF TIME SPENT	DUTIES
*60%	Serves as the division's staff expert and project leader for the Board Roll automated information systems. Trains staff in the use of the Board Roll system. Reviews proposed legislation and reviews, interprets and implements statutory changes relating to the Board Roll. Advises management on complex policy and procedural changes impacting the Board Roll. Represents the State-Assessed Properties Division concerning Board Roll production issues with state assesseses and other units within the Board. Reviews the technical analyses for annual reconciliation and processing of Tangible Property Lists filed by state assesseses performed by Associate Property Appraisers and Associate Property Auditor-Appraisers. Prepares written and oral reports, makes formal presentations and conducts briefings for management, responds to inquiries from assesseses, county auditors and assessors and private parties. Conducts program reviews and analyses as requested by division or department management. Reviews staff's work for accuracy after it has been entered into the Board Roll automated information systems. Responsible for the maintenance, monitoring, and enhancement of the complex Board Roll automated information systems. Reviews changes to the Board Roll automated systems user's manuals, and prepares documentation for these automated processes. Serves as liaison to the application development (programmers), database administration and data management units of the Technology Services Division (TSD) to accomplish these tasks. Independently identifies and analyzes complex electronic information processing problems for resolution including development of alternatives with consideration of time constraints, criticality to overall mission, and risk of the State-Assessed Properties Division. Coordinates follow-up testing and monitoring of selected solutions and is responsible for final approval prior to implementation. Advises and assists assessee information processing personnel (customers) and TSD personnel to identify problems encountered with processing data supplied by over 450 state assesseses. Makes recommendations on solutions to correct problems encountered.
*25%	Leads lower level staff involved with Board Roll maintenance and technical support for the division; makes work assignments for the Board Roll section; ensures timely, accurate preparation and processing of Board Roll corrections and property segregations; ensures timely, accurate processing of Statements of Land Changes; trains staff members to ensure uniform application of division policies and procedures. May process the more complex Statements of Land Changes (SLC); analyze and evaluate SLCs filed by state assesseses for completeness and accuracy; and contact state assesseses or their representatives to discuss SLC filings.
10%	Independently appraises the more complex properties of one or more industry groups such as Energy, Transportation, Local Telephone, Wireless, etc.; processes detailed financial data into appropriate value indicators and correlates the value indicators into a value recommendation to be submitted to the Board.
5%	Other duties as required.

I have read this duty statement and fully understand my assigned duties.

EMPLOYEE'S SIGNATURE

DATE

I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE

DATE
