

BOARD OF COMMISSIONERS

315 Tenth Street
P.O. Box 757
Worthington, MN 56187-0757



Phone: 507-295-5201
Fax: 507-372-8363
commissioner@co.nobles.mn.us

“In cooperation with our citizens, we improve the quality of life for individuals, families and communities by fostering a healthy economy and environment.”

“Looking forward with purpose”

**COUNTY BOARD - PROPOSED ADDENDUM
TUESDAY, NOVEMBER 6, 2018**

6.5 Human Resources – Sue Luing (9:45 a.m.)

- A. Deputy Assessor position reclassification (*Action*)
- B. 2018 County Position Allocation amendment (*Action*)

FIRST DISTRICT
Justin Ahlers

SECOND DISTRICT
Gene Metz

THIRD DISTRICT
Matt Widboom

FOURTH DISTRICT
Robert S. Demuth Jr.

FIFTH DISTRICT
Donald Linssen



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“Looking forward with purpose.”

COMMISSIONER BRIEFING

*Deputy Assessor position reclassification
Human Resources
Sue Luing
5 min.*

Issue:

Val Ruesch, County Assessor requested an amendment to the Deputy Assessor position to include office supervision in the County Assessor Office and an AMA certification requirement at the time of hire.

Discussion:

Val Ruesch, County Assessor has requested that the current classification of Deputy Assessor be amended to add office support staff supervision and that they must possess an AMA at the time of hire.

George reviewed the job description and assigned the points of 305 which is a level 13 in our compensation system.

Options:

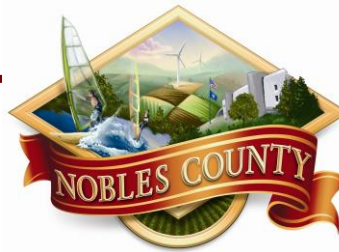
*Approve the Job description and associated point values.
Take no action.*

Recommendation:

Approve the job description and associated point value.

Attachment:

Position Description 1102 Deputy Assessor



POSITION DESCRIPTION

1102

| | | | |
|------------------------|------------------------|--------------------|------------------------|
| Position Title: | Deputy Assessor | Department: | Assessor |
| Pay Level: | 13 | FLSA: | Exempt |
| Date: | November 2018 | Reports To: | County Assessor |

PURPOSE OF JOB:

The Deputy Assessor supports the daily activities of the Nobles County Assessor and the Nobles County Assessor's office.

SCOPE OF JOB:

The Deputy Assessor is responsible for carrying out specific duties for the Assessor's office and serving as representative for the Nobles County Assessor's office. The Deputy Assessor is also responsible to act as the Assessor in the absence of the County Assessor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Work is performed in accordance with applicable federal, state and local laws and the accepted standards and property assessment and valuation for ad valorem tax purposes.

The Deputy Assessor supervises and evaluates assigned staff.

- Assists with matters of hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment and reward;
- Directs departmental work assignments;
- Assists with employee concerns and may counsel/discipline employees, under the direction of the department director;
- Ensures on-going employee training and development; ensures that employees obtain/renew appropriate certifications; ensures self and staff is obtaining appropriate continuing education;
- Directs activities of workers engaged for assigned staff; trains staff in proper methods; informs on new policies; reviews work to ensure consistency;
- Prepares and approves performance evaluations of assigned employees as scheduled.

Carries out specific duties associated with the position.

- Administers and participates in the classification, valuation, and equalization of residential, agricultural, commercial, industrial, and other property to comply with the laws of the State of Minnesota; oversees the computerized property data system; assists local assessors in understanding, valuing, grading, and grading data to be more efficient;
- Assists the County Assessor in the training and supervision of local assessors through instruction in proper classification and valuation of property. Audits local assessors' work to attain a uniform assessment.
- Directs work assignments and provides departmental employee training and development;
- Knowledgeable of the statutory property classifications and determines the appropriate coding that applies to said classification including the multi-property coding maintenance required for industrial, commercial, residential, agricultural, exempt, purely public charities and personal property;
- Assists in the development and maintenance of cost schedules, depreciation tables, sales studies and other data systems to arrive at an assessed valuation;
- Performs property splits, determines correct legal descriptions for resulting parcels, establishes new values and classifications for such splits;
- Interpret legal descriptions and accurately map them;

Nobles County Position Description - Deputy Assessor

1102

- Assists in processing requests for Green Acres tax information by reviewing forms, applying legal requirements and calculating payback and Open Space;
- Determine quintiles for parcels to be inspected and assists with inspections, measuring, and calculating cost for market value.
- Provides information as requested by local and County Boards of Equalization; implements changes as directed to maintain compliance with the laws of the state;
- May conduct local boards of review and attend county and state boards of equalization as a delegate of the County Assessor;
- Gathers, researches, and analyzes appraisal data to provide accurate appraisals of residential, agricultural, commercial, industrial, and income producing properties; reviews new construction properties to determine proper assessment; measures and lists all new properties; records, prepares, and determines value of new plats and splits;
- Investigates and recommends settlements of Abatement Applications and Tax Court cases; reviews, approves, and investigates all Electronic Certificates of Real Estate Value (ECRV's) submitted to the County;
- Prepares, supervises, and monitors technical documentation; prepares, updates, and reviews reports, documents, and forms; prepares abatement forms; recommends corrections or additions; presents same to supervisor;
- Receives and reviews various reports, documents, and forms, including ECRV's, architectural drawings, blue-prints, abatement forms, plat maps, sales ratio studies, statistical analysis report, income producing reports, technical sales study report, color-coded maps, and letters of correspondence;
- Regular use of Tax software system;
- Regular use of GIS (geographical information system) software, ArcMap;
- Regular use of Computer Assisted Mass Appraisal (CAMA) system, by Vanguard;
- Responsible for supporting the County Assessor with quintile process project;
- Performs tax splits and tax estimates for the public for current and future years;
- Handles duties and responsibilities in absence of County Assessor.

Communicates with the public as a representative of the County Assessor's office.

- Attends information meetings and conferences; attends training sessions in assessment methods and techniques; prepares, maintains, and keeps informed of current value trends, valuation indexes, formulas, and factors in accordance with established standards;
- Serves as liaison with general public to ensure a positive public relations image; interprets policies; answers inquiries about the assessment process to the general public;
- Answers telephones; takes and relays messages; assists property owners in filling out documents located within the Assessor's office.

Performs work based on expected standards.

- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;
- Maintains the confidentiality of data that is protected by law.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

The job requires a vocational/technical diploma in Real Estate, Administration, Accounting, or a related field, with a minimum of three years of experience as an Assessor or Real Estate Appraiser; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must have an AMA (Accredited Minnesota Assessor) certification. Must maintain certification that satisfies the Minnesota Department of Revenue guidelines, throughout duration of position tenure. Must obtain Tax Calculation Certification. The job requires a valid driver's license in order to complete field work and attend local and regional meetings and appointments. Supervisory experience preferred.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

- Knowledge and experience using Microsoft Office Suite;
- Effective supervisory and leadership capabilities;
- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; perform calculations involving variables, formulas, square roots, and polynomials; perform statistical calculations which include frequency distributions, reliability and validity of tests and interpret same, as may be appropriate;
- Ability to efficiently utilize time and resources available to complete tasks and meet strict deadlines;
- Ability to multitask between diverse duties and varied technology platforms;
- Ability to manage workload assignments of direct staff and cooperate with third party partners to meet goals;
- Aptitude to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Skill to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech;
- Excellent interpersonal communication skills; ability to effectively communicate to convey or exchange professional information, including with state Department of Revenue personnel; ability to interact with people (i.e. staff, general public and elected officials) beyond giving and/or receiving instructions; ability to effectively communicate with the public in an approachable, professional manner, including non-English speaking residents to convey necessary information;
- Ability to interpret complex regulations and policies and to make independent decisions under stressful situations;
- Ability to handle unpredictable situations in public dealings that represent Nobles County and the Assessor's office in a positive fashion.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

The Deputy County Assessor must be physically able to operate a variety of automated office machines and equipment, including, but not limited to: computer, telephone, facsimile machine, adding machine, ruler, tape measure, laser measure, copier, postage meter, and architectural tools/equipment. There is intermittent exposure to extended periods of uninterrupted computer use.

The Deputy County Assessor must be able to move or carry job related objects or materials and be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc.

The Deputy County Assessor must be physically able to do outside work such as going to construction sites to measure buildings in process. Typically work is performed outside in the field. Related, unpredictable occupational hazards may include potential exposure to environmental factors such as inclement weather, allergens and animals. There is intermittent exposure to driving in inclement weather. Majority of physical demand requirements are at levels of those for sedentary or office environment work.

Signature

Supervisor's Signature

Date

Date

Nobles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.



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COMMISSIONER BRIEFING

2018 County Position Allocation amendment

Human Resources

Sue Luíng

5 minutes

Issue:

It is recommended that the proposed 2 additional staff requested in the 2019 budget in the Assessor's office be approved in 2018 so that the recruitment process may start.

Discussion:

The county is moving in the direction of True County assessing and the Department of Revenue certification requirements have increased, some of the township/city Assessors will discontinue conducting local assessing. The Assessor's office will need to add additional staff. In the 2019 budget, Val Ruesch, County Assessor has requested 2 additional staff (Deputy Assessor and Property Appraiser). It is recommended to add these positions in 2018 so that we can start the recruitment process.

Options:

- 1) The Board could approve the position allocation as presented.*
- 2) The Board could make changes to the position allocation.*
- 3) The Board could take no action.*

Recommendation:

Recommend the Board adopt the resolution as presented (option#1).

Attachment:

Resolution 201852 2018 Position Allocation Amended

RESOLUTION 201852

WHEREAS, based on the 1976 Personnel Act., Chapter 182, Laws of 1976, State of Minnesota, was adopted by the Board; and,

WHEREAS, the act provides for County Personnel Administration on an integrated merit basis, allowing the Board additional responsibility for jurisdiction over positions within county departments.

BE IT RESOLVED, to set the maximum positions allocated to each office for 2018 as follows.

BE IT FURTHER RESOLVED, that each position listed below, when a vacancy occurs in 2018 may be filled by the department head without additional approval from the Board of Commissioners.

| FUND/DEPARTMENT | Full Time | Part Time | Temporary/ Intermittent |
|--------------------------|------------------|------------------|------------------------------------|
| Executive | | | |
| County Administration/HR | 1.00 | | |
| Human Resources/Deputy | 1.00 | | |
| Clerical | 2.00 | | |
| Auditor-Treasurer | | | |
| Deputies | 3.00 | 0.50 | 0.84 |
| Motor Vehicle - Deputies | 3.00 | | |
| Finance | 3.00 | .60 | |
| Information Technology | 3.00 | | |
| G.I.S. | 1.00 | | .23 |
| Attorney | | | |
| Assistants | 3.00 | | |
| Clerical | 5.00 | | 0.28 |
| County Assessor | 1.00 | | |
| Assessors/Appraiser | 6.00 | | |
| Clerical | 1.00 | | |
| Recorder - Deputies | 2.00 | | 0.24 |
| Buildings Maintenance | 5.00 | | |
| Veterans Service | | 0.80 | |
| Public Safety | | | |
| Sheriff - Chief Deputy | 1.00 | | |
| Sergeant | 3.00 | | |
| Investigators | 1.00 | | |
| Deputies | 7.00 | | 0.614 |
| Jail | | | |
| Jail Administrator | 1.00 | | |
| Jail Programmer | 1.00 | | |

| | | | |
|-----------------------------------|--------|------|-------|
| Jail Sergeants | 4.00 | | |
| Jail Staff | 17.00 | 1.20 | |
| Emergency Management | 1.00 | | |
| Public Works | | | |
| Public Works Director/Engineer | 1.00 | | |
| Environmental Services | 4.00 | | |
| Highway | 15.00 | | |
| Engineering | 3.00 | | .24 |
| Parks | 1.00 | | 0.48 |
| Grounds | 1.00 | | |
| Community Services | | | |
| Director | 1.00 | | |
| Supervisors | 7.00 | | |
| Social Services | 19.00 | | |
| Income Maintenance | 18.00 | | |
| Clerical | 3.00 | | |
| Health | 12.00 | 1.60 | |
| Library | 4.00 | 4.07 | .07 |
| Totals by FTE | 165 | 8.77 | 2.994 |
| Grand Total | 176.76 | | |

CERTIFICATION

STATE OF MINNESOTA)
 (ss
 COUNTY OF NOBLES)

I, Tom Johnson, County Administrator of said County of Nobles, do hereby certify that I have compared the foregoing copy with the original resolution adopted by the County Board on the 6th day of November, 2018, and now remaining on file and of record in my office and that the same is a correct transcript and of the whole of such original.

Witness my hand and official seal this
 _____ day of _____
 2018.

SEAL

Tom Johnson, County Administrator
 Nobles County, Minnesota