

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. PROPALTAB16N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) BUREAU OF LOCAL GOVERNMENT AND SCHOOL SERVICES
4. Civil Service Position Code Description PROPERTY ANALYST-A	10. Division PROPERTY SERVICES
5. Working Title (What the agency calls the position) PROPERTY ANALYST	11. Section FIELD OPERATIONS
6. Name and Position Code Description of Direct Supervisor HOEVENAAR, JOEL; PROPERTY MANAGER-3	12. Unit DISTRICT 3 (SW), ZONE 2
7. Name and Position Code Description of Second Level Supervisor HOLLAND, DANIEL R; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Home address is primary workstation. Travel to Lansing Central Office as requested. / Monday - Friday 8 - 5 p.m.

14. General Summary of Function/Purpose of Position

This property analyst is a staff member within the Property Services Division, Bureau of Local Government and School Services. The incumbent's position functions as a recognized resource primarily assigned to the Field Operations Section, District 3 (SW), Zone 2 which includes the counties of Gratiot, Mecosta, Montcalm, Muskegon, Newaygo, Oceana within District 3 (SW), which district is comprised of the following counties: Allegan, Barry, Berrien, Branch, Calhoun, Cass, Clinton, Eaton, Gratiot, Ingham, Ionia, Kalamazoo, Kent, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Ottawa, St. Joseph, Shiawassee, Van Buren. This position makes recommendations regarding practices and procedures to the Division and the State Tax Commission (STC) regarding areas related to the General Property Tax Act. This position is a professional property assessor, personal property examiner and analyst regarding mass appraisal, property tax assessment administration and equalization matters. This position assists the STC by determining the statistical basis necessary for mandated state equalization and assists in the direct administration of the General Property Tax Act, PA 206 of 1893. This position requires considerable independent judgment and provides for complex analysis of mass appraisal and equalization and special projects as assigned.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 60

Serve as recognized resource person for assigned counties within the District(s). Analyze, audit, and assist in the review of county equalization studies and in the preparation of county-wide appraisal and sales studies to annually determine State Equalization Values for each county in the District(s) in accordance with Michigan Compiled Laws (MCL) and STC policy. Serve as equalization subject matter expert and resource person for assigned counties within the District(s). Serve as a back-up to other Field Operations staff in their absence.

Individual tasks related to the duty:

- Review equalization studies prepared by county equalization departments to determine whether they were prepared in accordance with the provisions of the STC Assessor's Manuals, policies, and procedures. This requires an in-depth review of both sales studies and appraisal studies.
- Gather property sales information from equalization departments, the register of deeds, real property statements, and other sources and match sales information with the assessments on the properties. Arrange information in sales study format to be used in county-wide sales studies, and compile studies for consideration by STC.
- Appraise real and personal property and match these with the assessments on the properties to be used in county-wide studies.
- Serve as subject matter expert regarding equalization procedures and policies.
- Respond to written, phone, and e-mail inquiries from assessors, equalization department staff, Lansing Central Office, and administrative staff regarding proper equalization procedures and actual equalization procedures used in the equalization process.
- Act as primary resource person for assigned counties within the district.
- Assist as requested in the appraisal of state assessed real property necessary for production of the state assessed tax roll as required by Public Act 282 of 1905, as amended.
- Other duties as assigned.

Duty 2

General Summary:

Percentage: 15

As requested, assist in investigations and evaluations of assessment and equalization practices in designated counties as a result of complaints or requests for investigation by the STC pursuant to STC policies and procedures.

Individual tasks related to the duty:

- Monitor and review local unit corrective action plans as assigned.
- Develop, monitor, and review county equalization corrective plans in support of state equalization.
- Review the assessment practices and records of assessing officers to determine whether they comply with the provisions of the General Property Tax Act, the Assessor's Manuals and STC policy and procedure.
- Write reports regarding complaints for consideration by the Department and STC.
- When requested, testify before the STC or other administrative hearings regarding investigations.
- Evaluate overall assessing practices on a district wide basis and provide reports, as requested.
- Prepare reports for Property Classification Appeals as requested.
- Other duties as assigned.

Duty 3**General Summary:****Percentage: 15**

As resources permit, participate with training Department staff and assessing personnel by conducting training courses and seminars.

Individual tasks related to the duty:

- Prepare and present training materials to Department staff and assessing personnel, including boards of review, local officials, regarding specific topics in assessment administration, equalization and property taxation as assigned.
- Provide training sessions to small and large groups of people.
- As directed by Field Operations Section Manager or the Division Administrator may appear at public meetings with county and local officials as Property Services Division representative and expert.

Duty 4**General Summary:****Percentage: 10**

Special Projects. Including but not limited to, any requests to assist in monitoring reappraisals of assessment units where the STC has assumed jurisdiction of the assessment roll. Assist in the development of continuous process improvement initiatives including IT improvement implementation for the Division and State Tax Commission.

Individual tasks related to the duty:

- Other duties as may be assigned by management.
- Take part in special projects as assigned.
- Review the reappraisal records to assure that they are in accordance with the provisions of the General Property Tax Act and the STC Assessor's Manuals and policies.
- Conduct independent appraisals as assigned.
- Discuss recommendations and prepare reports to the STC regarding status updates and findings as requested or assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position requires considerable independent judgment that will affect State Equalization Values within Michigan Counties. This position typically independently determines the most effective travel and work schedule to use when working in the counties within the district(s). Individual decisions will depend on the magnitude of the problem. This position must also consider any possible repercussions of any given solution. Independent judgment is necessary when answering questions from interested parties, both verbally and in writing. Minor problems are resolved based on past experience.

17. Describe the types of decisions that require the supervisor's review.

The employee in this position will seek direction and decisions from his or her supervisor when conditions or issues may not be consistent with current practices, policies, or statute, or those which may result in legal liability for the State of Michigan. Supervisor must approve any decisions that do not precisely follow standard procedures or protocol. The supervisor must occasionally address difficult or unusual questions from taxpayers or governmental units. Calls or inquiries from the legislature, media/press, or governmental officials or any other sensitive issues are elevated as directed.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Some of the work is outside the office at a variety of rural, suburban, or urban locations. Some driving is necessary under variable weather conditions. Appraisals require independent on-site inspections which sometimes include exposure to uncomfortable temperatures, remote locations, loud noises, and unpleasant odors. Due to tight, sensitive deadlines and high priority projects, analyst must be accustomed to working under high pressure situations to complete assignments.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

The position is responsible for the daily activities associated with reviewing county equalization studies and preparing county-wide appraisal and sales studies used by the STC to annually determine State Equalization Values for each county in the State of Michigan. This position serves as the expert and primary resource person for assigned counties within the district for equalization matters. This position assists as requested with investigations and evaluations of assessment administration practices within the counties within the district. Essential duties include all requirements identified in Section 15 of this position description.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

The general summary of function/purpose of the position was changed to update the counties of district 3 and zone 2. While the duties and responsibilities are essentially the same, they are completed with new and/or updated software and IT systems including the Michigan Equalization Gateway (MEG).

25. What is the function of the work area and how does this position fit into that function?

Generally, the function of the Property Services Division is to assist with the administration of the General Property Tax Act and related statutes. Travel to the Lansing Central Office is required as requested. This position serves as the expert and primary resource person for the assigned counties, assisting in the review of county equalization studies and in the preparation of county-wide appraisal and sales studies.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a Bachelor's degree in any major.
Alternative to Bachelor's degree - Certification as an Advanced Assessing Officer with four years fulltime experience as a real estate assessor in a local municipality and/or as county equalization director and/or as a professional staff person with the Property Services Division OR Certification as a Master Assessing Officer with four years fulltime experience as a real estate assessor in a local municipality and/or as a county equalization director and/or as a professional staff person with the Property Services Division.

EXPERIENCE:

Three years of professional experience in one or more of the areas described in all duties listed in item #15 are required of which one year must be equivalent to work at the Property Analyst 11 level.

KNOWLEDGE, SKILLS, AND ABILITIES:

The person in this position should have extensive knowledge of professional assessing practices, county and state equalization, appraisal methodology, and statutory law regarding assessment administration. Excellent computer (APEX, BS&A, Excel, Word), mathematical, research, writing, and communication skills are imperative.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Certification as a Michigan Certified Assessing Officer, Advanced Assessing Officer, or Master Assessing Officer is required, and possession of a Personal Property Examiner's Certificate is desirable.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date