



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: Department of Revenue

Facility: Salem

New Revised

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

Form fields for Section 1: a. Classification Title: Appraiser Analyst 3, b. Classification No: C0720, c. Effective Date, d. Position No: 4205000, e. Working Title: Senior Industrial Appraiser, f. Agency No: 15000, g. Section Title: Valuation Section, h. Budget Auth No: 34540, i. Employee Name, j. Repr. Code, k. Work Location (City - County): Salem - Marion, l. Supervisor Name: Mark Brewer, m. Position: Permanent, Full-Time, Seasonal, Part-Time, Limited Duration, Intermittent, Academic Year, Job Share, n. FLSA: Exempt, Non-Exempt, If Exempt: Executive, Professional, Administrative, o. Eligible for Overtime: Yes, No

SECTION 2. PROGRAM AND POSITION INFORMATION

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

Our mission, vision, and values guide us as we serve our customers and collect revenue that supports the critical infrastructure of Oregonians' daily lives. The Department of Revenue's mission is, "together, we collect the revenue that Oregon counts on." The agency's vision is to create a clear and easy experience for our customers.

Our Values are:

- We work to earn the trust of taxpayers.
We seek dignity and inclusion for all.
We do the right thing.
We build partnerships.
We rise to the occasion.

State of Oregon DEI 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.

State of Oregon DEI 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.

State of Oregon DEI 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

The Industrial Appraisal Teams determine and maintain real market values (RMV) for industrial properties as a service to the 36 Oregon Counties. This is done through valuation review appraisals, annual maintenance appraisals in the form of Industrial Property Return (IPR) processing, and taxpayer and county outreach and training.

The industrial program provides industrial appraisal services to county assessors as outlined in OAR 150 306.0100. The program's purpose is to provide counties accurate real market values for state appraised industrial properties and promote equalization between classes of property in the state. The total value of industrial property in Oregon is over 50 billion dollars.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Appraise industrial properties for real market value create and maintain clear and accurate records in support of those values. This position is assigned to the Valuation Section and may be required to defend appraisal values in tax court. Appraisals include all or a portion of an industrial property's buildings, yard improvements, machinery & equipment, and/or personal property. This position may audit the books and records of owners of industrial properties, create and maintain accurate listings of state appraised properties, conduct in-depth industry analysis, and administer property tax exemptions, as well as many other ad valorem industrial property tax appraisal related duties. This

position supports the mission of this division; "work to ensure that the Local Government Finance Systems work effectively to fund services for Oregon."

SECTION 3. DESCRIPTION OF DUTIES

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.

% of Time	N/R/NC	E/NE	DUTIES
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

70%	NC	E	<p>ESSENTIAL FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Independently plan and organize work to assure timely completion of assigned industrial accounts which consists of, appraisals, valuation reviews, industrial return processing, and special projects. Coordinate team functions and responsibilities as lead appraiser. 2. Appraise complex industrial properties to estimate real market value for ad valorem tax purposes. 3. Develop and maintain an in-depth knowledge and specialization of select industries and the issues that affect the valuation of specialized industrial properties. Continually work to expand the depth and breadth of expertise in valuation of complex industrial properties. <p>This is done by:</p> <p>Collecting and analyzing data and performing field inspections of industrial plants and properties.</p> <ol style="list-style-type: none"> 1. Developing valuation indicators and reconciling such data into a final valuation conclusion using generally accepted appraisal procedures. 2. Conducting in-depth research and analysis into economic and market related issues that affect the valuation of specific industries. 3. Creating and maintaining tools and methodologies to assist in the appraisal process. 4. Creating and maintaining clear and accurate records to assist in the exchange of confidential file information between the state, counties, and taxpayers. 5. Clearly communicate with stakeholders to defend or explain opinions of value, appraisal practices and procedures, and statutory directives.
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			* 6. Provide assistance to county assessors, taxpayer representatives, and others who are affected by the progr
20%	NC	E	<p>AS REQUIRED:</p> <ol style="list-style-type: none"> 1. Participate in the development of approved appraisal methods and the implementation of these methods in the appraisal process. 2. Develop and maintain a clear and transparent assessment record which provides, in detail, account value property break-downs and itemized recordings for annual industrial return processing. 3. Prepare and present information and training on specialized valuation topics in training classes conducted for taxpayers, state and county appraisers. 4. Analyze cost, income, and market data to assist in the development and maintenance of appraisal tools such as (but not limited to) cost and market data-bases, depreciation guidelines and schedules, obsolescence studies, and industry trend studies. 5. Present effectively, both orally and in writing, reports, analysis, and other information. 6. Perform miscellaneous and related duties such as writing correspondence, analyzing transcripts, briefs, and court opinions. 7. Analyze cost, income, and market data to assist in the development and maintenance of appraisal tools such as (but not limited to) cost and market data-bases, depreciation guidelines and schedules, obsolescence studies, and industry trend studies.
10%	NC	E	OTHER DUTIES AS ASSIGNED.

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.

Generally, the employee is in an office environment where significant time is spent using a computer and written resources. Field inspection is also required which can involve travel, sometimes under hazardous conditions. The employee is required to plan for and deliver timely completed work and timely review of team member work. The employee must be able to act professionally in group situations and communicate appropriately and effectively.

Sitting at a desk for prolonged periods of time. Frequent use of a computer which involves repetitive motion of hands and wrists.

When visiting industrial sites, there is exposure to elements, noise, manufacturing processes, moving machinery, and other conditions. The employee must be able to engage in strenuous activities such as climbing several flights of stairs, stooping, bending, and maneuvering around large pieces of industrial equipment. Driving to industrial sites is required, occasionally in inclement weather. The employee must have a valid driver's license and a good driving record. Tight timelines exist for this work, employee must be able to work overtime when required and complete work under challenging conditions. Overnight travel and flexibility in work scheduling may be required.

The employee must be able to stay alert during prolonged periods of testimony and trial and respond appropriately to questions and cross examination.

SECTION 5. GUIDELINES

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

Oregon Revised Statutes, Administrative Rules, tax court opinions and orders; appraisal, economic, and financial texts and publications; section procedures, machinery and equipment and construction cost manuals.

b. How are these guidelines used?

Used as authority to act and to ensure compliance with the law and approved methods and procedures.

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 Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Company Management, Tax Representatives, Vendors	In person, phone, letter, Email, other electronic, communication.	Appraisal, IPR, accounts transfer, Training, outreach.	Regularly
Assessors/Staff	In person, phone, letter, email	Site Review, assistance, appraisals, outreach.	Regularly
Appeals Division Staff	in person, phone, letter, email.	Appeals, hearings.	As scheduled
Legal Staff	in person, phone, letter	court cases, rules, hearings	When needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Determining an opinion of value for industrial properties in Oregon. Appraisal timeline and scope of work planning.

These decisions are critical to measuring market values, ensuring equitable taxation, and minimizing appeals and litigation.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

Appraiser/Analyst 4	C0728	Through Review criteria	Regular	Reviews appraisals to ensure compliance with unit appraisal standards and procedures.
Manager 1	X7006		Regular	Approves overtime, prepares, and signs performance appraisals, responds to grievances, disciplines, and rewards.

SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0

- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

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

The scope and complexity of this position favors an appraiser possessing experience with valuation of industrial property appraisal within the statutory confines of Oregon law. A degree in financial management, accounting, engineering, an equivalent to the three fields of study cited; and three years of experience in the appraisal field is the minimum experience necessary. The person in this position needs to be computer literate with regard to the use of personal computers and should have the ability to work with spreadsheet and report writing software applications, as well as technical field equipment.

Valid driver's license and a good driving record. Oregon State Registered Appraiser.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date