

Solano County

*675 Texas Street
Fairfield, California 94533
www.solanocounty.com*



Agenda - Final

Wednesday, November 9, 2016

6:30 PM

Solano County Board of Supervisors Chambers

Civil Service Commission

SOLANO COUNTY CIVIL SERVICE COMMISSION

*Regular Meeting
November 9, 2016
Wednesday - 6:30 p.m.
Board of Supervisors Chambers*

TO THE PUBLIC

In compliance with the Americans with Disabilities Act (ADA of 1990), the County will provide accommodations for persons with disabilities who attend public meetings. If you have the need for an accommodation such as interpreters or materials in alternative format, please contact Antoinette Rasmussen at 707-784-2492.

If you wish to address the Commission on a matter not listed on the Agenda, you may do so under Items from the Public. The subject matter must be within the jurisdiction of the Commission.

If you wish to address any item listed on the Agenda, please submit a Speaker Card to the Recording Secretary of the Commission before the Commission considers the specific item. Cards are available on the podium in the Board Chambers.

Please limit your comments to five minutes.

For items not listed on the Agenda, please see Item #3, Items from the Public.

1. Call to Order/Roll Call
2. Pledge Of Allegiance
3. Items from the Public

This is your opportunity to address the Commission on a matter not heard on the Agenda, but it must be within the subject matter jurisdiction of the Commission. Please submit a Speaker Card before the first speaker is called and limit your comments to five minutes. Items from the public will be taken under consideration without discussion by the Commission and may be referred to staff.

4. Approval of Minutes of the Commission

[CSC 16-0033](#) CSC Minutes 10-18-16

Attachments: [CSC Minutes 10-18-2016](#)

5. Communications
6. Information Items (No Action Required by Commissioners)
7. Additions to, or deletions from, the Agenda
8. Approval of the Agenda

SCHEDULED CALENDAR

(All items under Scheduled Calendar require Commission Action)

[CSC 16-0038](#) Receive an update on the decertification election process as it relates to bargaining unit 6, Health and Social Services Supervisors, and unit 16, Mid-Management.

Attachments: [SHAPE Employee Organization Registration](#)
[AAMPS Employee Organization Registration](#)

[CSC 16-0037](#) Schedule the Civil Service Commission hearing on an allegation of workplace discrimination for February 1, February 2, and February 6, 2017.

[CSC 16-0034](#) Request to adopt the amended classification specifications of Auditor-Appraiser (Entry), Auditor-Appraiser and Auditor-Appraiser (Senior)

Attachments: [Auditor-Appraiser \(Entry\) Add/delete](#)
[Auditor-Appraiser \(Entry\) Final](#)
[Auditor-Appraiser \(Senior\) Add/delete](#)
[Auditor-Appraiser \(Senior\) Final](#)
[Auditor-Appraiser Add/delete](#)
[Auditor-Appraiser Final](#)

[CSC 16-0035](#) Request to adopt the amended classification specifications of Appraiser (Entry), Appraiser and Appraiser (Senior)

Attachments: [Appraiser \(Entry\) Add/delete](#)
[Appraiser \(Entry\) Final](#)
[Appraiser Add/delete](#)
[Appraiser Final](#)
[Appraiser \(Senior\) Add/delete](#)
[Appraiser \(Senior\) Final](#)

[CSC 16-0036](#) Request to adopt the amendments to the Civil Service Rules sections referencing non-discrimination

Attachments: [Civil Services Rules Add/delete](#)
[Civil Services Rules Final](#)

MISCELLANEOUS ITEMS

9. Commission/Staff Comments

Adjourn

*To the Civil Service Commission meeting of December 14, 2016 at 6:30 P.M.,
Board Chambers, 675 Texas Street, Fairfield, CA*



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:
Type: CSC-Document
File #: CSC 16-0033
Agenda date: 11/9/2016
Title: CSC Minutes 10-18-16

Status: Agenda Ready
Department: Civil Service Commission
Contact: Marc Fox, 784-2552
Final action:

Governing body: Civil Service Commission

District:

Attachments: [CSC Minutes 10-18-2016](#)

Date	Ver.	Action By	Action	Result
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**MINUTES OF THE SOLANO COUNTY
CIVIL SERVICE COMMISSION**

Regular Meeting
Tuesday, October 18, 2016
Board of Supervisors Chambers
County Administration Center
Fairfield, CA 94533

1.) Call to Order/Roll Call

Commissioner Neal called the meeting to order at 6:30pm. Roll was called, and the following Commissioners were present: Commissioner Neal, Commissioner Booe, Commissioner Burton, Commissioner Petullo and Commissioner Riley. Commission Human Resources present were Marc Fox, Director of Human Resources and Commission Secretary; JoAnn Parker, Deputy County Counsel; and Karen Ritter, Recording Secretary.

2.) Pledge of Allegiance

3.) Items from the Public

There were no items from the public. No speaker cards.

4.) Approval of Minutes of the Commission

A motion was made to approve the minutes by Commissioner Petullo with a second by Commissioner Booe. The motion carried 5/0.

5.) Communications

Mr. Fox indicated that Public Employees Union Local 1 submitted an amendment to their recognized employee organization registration. Public Employees Union (PEU) Local 1 represents Unit 6 Health and Social Supervisors and Unit 16 Mid-Management. The change is that PEU has now affiliated with American Federation of State, County and Municipal Employees (AFSCME).

6.) Information Items (No Action Required by Commissioners)

No items.

7.) Additions to, or deletions from, the Agenda

No items.

8.) Approval of the Agenda

A motion was made to approve the agenda by Commissioner Booe with a second by Commissioner Petullo. The motion carried 5/0.

SCHEDULED CALENDAR

ITEM CSC 16-0029 Civil Service Commission hearing on an allegation of workplace discrimination.

Commissioner Neal asked how many days will be needed for the hearing. Mr. Fox stated Mr. Lee Axelrad is here as an advocate for the County. The advocate for the employee/union was not present at this Civil Service Commission meeting. Mr. Axelrad stated the County estimates three evenings will be necessary to hear the matter. Mr. Fox asked Mr. Axelrad if that is for the County's presentation or is that the total amount of both parties presentation time? Mr. Axelrad stated that it is the County's estimate for the total presentation time; we did not have word back from the union. Commissioner Neal indicated the hearing time would be from 6:30pm to 10:30pm. Following discussion the Commission tentatively selected, February 2, 3 and 6, 2017 as the hearing dates. Mr. Fox mentioned he would check on availability of space and will make the assumption the space will be available. Mr. Fox continued, stating he did invite the advocate for both the County and for the employee who is not here, and asked, what if anything would you like me to tell the advocate of the employee? Commissioner Neal replied if the advocate cannot meet those dates then the parties will need to find some other dates that work.

Mr. Fox affirmed the Commission's direction of tentative dates of February 2, 3, and 6, 2017. Human Resources will ensure this room is available, Human Resources will reach out to the other advocate in the event the advocate finds that these dates are not available and Human Resources will ask the Commission to formally set the hearing dates at the Commission's next meeting.

ITEM CSC 16-0025 Amend the Class Specification of Library Assistant, Supervising:

Commissioner Neal asked if there were any comments from the Commission. Commissioner Booe replied yes, please go to the redline copy, the second page which begins, "recognizes employees work efforts and accomplishments". Commissioner Booe asked for clarification. Mr. Fox stated it is a polite way of doing both the formal and informal performance evaluations. Senior Human Resources Analyst Carlise Mickens stated, it appears at times the department or supervisor may be required to meet with the employee and acknowledge they have done a good job. It may be outside of their normal evaluation period but we do want to acknowledge the employee's ongoing basis of jobs well done. Commissioner Booe responded, why doesn't it say the employee evaluation whether formal or informal? Mr. Fox stated, it is not necessarily the formal evaluation so part of what we did is we substituted out, "reviews work" and replaced with "recognized employees work effort", which can be both positive contributions the employee is making and contributions the employee needs to approve upon. As supervisors, most of the employee review takes place outside of the formal yearly evaluation process. This was an attempt for us, working with the Library staff and working with the employee union to acknowledge both those formal and informal discussions that take place in recognizing

employees' contributions and sometimes the lack of contributions. If one wishes for us to make a change we can go back to the department and go back to the union and see if they would like to make any changes. Commissioner Booe stated, if it is going to be a formal or informal evaluation that is much clearer than recognizing employees work efforts. Ms. Mickens responded, if you look at the first bullet of essential duties it says supervisory duties will be to "supervise, assign, directs, evaluations, and reviews the work of Human Resources..." So we do indicate in here that the work will be evaluated and that they will be in accordance with department policy which will be their evaluations. Commissioner Booe replied, then isn't this duplicative? Ms. Mickens indicated what we are doing is trying to acknowledge throughout the year if they do something informally. Accomplishments throughout the year will also be captured in the annual evaluations so this gives them the opportunity to acknowledge early on in the process accomplishments or areas that need to be addressed. It is this classification who is responsible for performing that function. Commissioner Booe stated she is looking at it from the employees stand point of the things they need to meet and recognizing employees work efforts, if it is in fact an informal, occasional review or evaluation that is just clearer to her having supervised people so there is no misunderstanding of what that is. Commissioner Neal responded that the proposed revised classification specification would remain as proposed and asked if there were any other comments.

A motion was made to approve the Library Assistant Supervising job specification by Commissioner Petullo with a second by Commissioner Riley. Role was called. Commissioner Booe, no. The motion carried 4/1.

ITEM CSC 16-0027 Request to establish the class of Records Coordinator.

Human Resources Analyst Kimberly Young stated she is responsible for the Records Coordinator classification which was created as part of the adopted budget in order to accomplish the goal of converting the County's records to electronic format. Human Resources worked with General Services in creating the class specification. Once the classification was finalized Human Resources sent notice to all of the recognized employee organizations notifying them of the Records Coordinator class specification and the proposed representing bargaining unit. The representative bargaining unit, SEIU # 7, had the opportunity to review and comment on the class specification; however, after review of the class specification SEIU had no concerns and choose not to meet. Ms. Young introduced General Services staff who were available to answer any questions. Commissioner Booe asked for clarification on page 3 which states, "work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner". Commissioner Booe asked if there would be any training or if the expectation is people come into this job who already have the cultural and ethnic background to understand. Ms. Young replied that the County would expect people to have the skill and ability to do that and the County also has training. Commissioner Neal asked if there were any other comments.

A motion was made to approve the Records Coordinator class specification by Commissioner Booe with a second by Commissioner Riley. The motion carried 5/0.

Item CSC 16-0028 Request to establish the class of Pharmacy Specialist.

Mr. Fox stated that this is also a new classification within the County structure and introduced Principal Human Resources Analyst Rebecca Iacobucci. Ms. Iacobucci stated the Department of Health and Social Services requested a new class of Pharmacy Specialist. The primary duties and responsibilities of this class is to help to prepare for and maintain readiness for an emergency medical situation requiring distribution of pharmaceuticals. This includes developing drills and exercises in order to be prepared. During an emergency medical situation, the class will be utilized to coordinate with health care community partner organizations to account for and control items procured and rapidly and effectively dispense items such as vaccines. The class is also responsible for preparing the required related reports. This class requires a valid California Pharmacy Technician license and is represented by bargaining unit SEIU # 7. SEIU did not have any questions or comments and choose not to meet. Ms. Iacobucci introduced staff from the Medical Service Division of Health and Social Services to answer any questions. Commissioner Booe asked if the language, "work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner", would require someone already comes with that ability or if training would be provided. Ms. Iacobucci replied that the County would expect people to have the skill and ability to do that and the County also has training. Commissioner Neal asked if there were any other comments.

A motion was made to approve the Pharmacy Specialist class specification by Commissioner Riley with a second by Commissioner Booe. The motion carried 5/0.

Item CSC 16-0031 Request State Mediation and Conciliation Services to conduct two secret ballot elections regarding decertification petitions.

Commissioner Neal stated we have a speaker card from Jody Hagens. Mr. Fox interjected that he has a short staff report. Mr. Fox stated during the month of October prior to the expiration of the collective bargaining unit, the County may receive a petition to modify an existing bargaining unit or to decertify an existing bargaining unit. The collective bargaining agreements expire late September 2017. On October 3, the Human Resources Director received two decertification petitions. One of those decertification petitions was received from Local 21 asking that Unit 6 (Health and Social Services Supervisors) be decertified. The other was a decertification petition also from Local 21 for Unit 16 (Mid-Management). Both of those two units are presently represented by Public Employees Union, which now has an affiliation agreement with AFSCME. Mr. Fox acknowledged receipt of those decertification petitions both to the representative who is on file for Unit 6 and 16, Cedric Porter and also to Jonathan Wright for Local 21. The next step in the process was for the Human Resources Director to document that there was a showing of support. The County's Employer-Employee Relations Rules and Regulations (EERRR) indicates at least 30 % of the employees in Unit 6 and at least 30% of the employees in Unit 16 must have signed a petition or a union card, as specified by the EERRR. The Human Resources Director asked State Mediation and Conciliation Services to validate there was at least 30% showing of support. Following the validation the Human Resources Director sent a letter to every employee that is covered under the Unit 6 contract and every employee that is covered under the Unit 16 contract that decertification petitions were received as specified under the EERRR. A copy of these employee letters were also sent to Mr. Porter and Mr. Wright. The EERRR indicates that

the Commission is to ask State Mediation and Conciliation Service to run the secret ballot election. This agenda item is for the Commission to instruct the Human Resources Director to ask the State Mediation and Conciliation Service to run the election. Commissioner Neal asked if all the requirements have been fulfilled. Mr. Fox replied yes and Ms. Parker replied yes.

Commissioner Neal provided Jody Hagens an opportunity to speak. Ms. Hagens introduced herself as Staff Analyst with Health and Social Services, and stated she just celebrated her third anniversary with the County. Ms. Hagens explained she is the acting Unit 16 Vice President, the President is currently in Washington, D.C. speaking at a hearing regarding the issue at hand with Local 1. Ms. Hagens stated Local 1 had a fast tracked and questionable affiliation election on September 26th where no notice was given to members and the only polling location in Solano County was Dixon. Additionally, dues paying members' votes were not counted in the final tally which leads her to believe in even more questionable practices of Local 1. Ms. Hagens also stated Local 1 has given members correspondence that says that they are not sustainable and that dues will be increased by over 80% with the same bad services. Ms. Hagens explained she is here tonight to support the Human Resources Director and his professional team and to thank him for the work that he did bringing in an independent individual to count the membership cards last Friday. Ms. Hagen continued, the investment is worth it and I am here today with the support of over 50% of our Unit 16 members in which we have 89 registered individuals. Ms. Hagens looks forward to the continued support in providing Local 1 members the opportunity for a fair and valued election, independent and an unbiased secret ballot process. Ms. Hagens concluded in requesting a change on page 2 of the agenda submittal, under "Unit 16, Mid-Management", bullet point #3, it indicates Unit 6, which should be changed to Unit 16. Commissioner Neal asked if there were any Commission comments.

A motion was made to ask State Mediation and Conciliation Services to conduct two secret ballot elections regarding decertification petitions by Commissioner Booe with a second by Commissioner Petullo. The motion carried 5/0.

Item CSC 16-0032 Receive information regarding statistical data of appears from applicants or candidates who have been disqualified under Civil Service Rule 4.13.

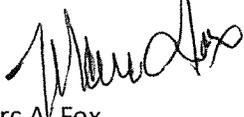
Mr. Fox stated on the May 26 meeting and also last month, individual Commissioners asked for a break-out of appeals. On October 3, Mr. Fox and the Assistant Human Resources Director met with the Commission President and Vice President as to how the Department could satisfy this request. Prior to October 3 there was no data readily available. Staff would have had to go through each individual recruitment file to pull letters that were written. A change to the Civil Service Rules was made in September which should greatly reduce the number of appeals. Mr. Fox explained that Human Resources will tally appeals received by recruitment, what kind of appeals it is, what the disposition of that appeal is and report back to the Commission in 2-3 months. In the past, people who did not submit the right kind of documents would not meet the minimum qualifications. Therefore, unfortunately, when they appealed the Human Resources Director was unable to grant the appeal since the applicant did not provide the required documents by the final filing date. Since the Commission changed the Rules last month, the applicant has the opportunity to cure any deficient or incomplete application in the five day

appeal period. In two or three months Human Resources will have data to be able to show the Commission and staff will ask for some direction on this topic. Commissioner Neal asked if Mr. Fox wanted to provide a commitment of when that information would be provided. Mr. Fox replied he will take a look at the applicant flow which will give him a good sampling of the kind of recruitments and the number of applications received. Mr. Fox stated it will definitely be by the January meeting at the latest. Commissioner Neal asked if there were any comments from the Commission. Commissioner Booe commended Mr. Fox on working through some questions she had.

ADJOURN

Commissioner Neal adjourned the meeting at 7:02 pm

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Marc A. Fox". The signature is stylized and cursive.

Marc A. Fox

Director of Human Resources



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #: **Status:** Agenda Ready

Type: CSC-Document **Department:** Civil Service Commission

File #: CSC 16-0038 **Contact:** Marc Fox, 784-2552

Agenda date: 11/9/2016 **Final action:**

Title: Receive an update on the decertification election process as it relates to bargaining unit 6, Health and Social Services Supervisors, and unit 16, Mid-Management.

Governing body: Civil Service Commission

District:

Attachments: [SHAPE Employee Organization Registration](#)
[AAMPS Employee Organization Registration](#)

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION:

Receive an update on the decertification election process from the Director of Human Resources.

SUMMARY:

In accordance with the County's Employer-Employee Relations Rules and Regulations (EERRR), a different employee organization may file a petition to decertify an exclusive employee organization. The County has received decertification petitions of unit 6, Health and Social Services Supervisors, and unit 16, Mid-Management. This staff report provides an update of the decertification election process.

DISCUSSION:

On October 3, 2016, the Director of Human Resources received a decertification petition from International Professional and Technical Engineers, Local 21 ("Local 21") to decertify unit 6, Health and Social Services Supervisors, from Public Employees Union, Local One ("PEU"). On October 14, 2016, at the request of the Director of Human Resources, State Mediation and Conciliation Services verified that at least 30% of the employees in the unit submitted petitions or employee authorization cards.

Also on October 3, 2016, the Director of Human Resources received a decertification petition from Local 21 to decertify unit 16, Mid-Management, from PEU. On October 14, 2016, at the request of the Director of Human Resources, State Mediation and Conciliation Services verified that at least 30% of the employees in the unit submitted petitions or employee authorization cards.

On October 28, 2016, the Director of Human Resources received an employee organization registration from Solano HSS Association of Professional Employees ("SHAPE"). SHAPE also submitted a decertification petition to decertify unit 6, Health and Social Services Supervisors, from PEU. On October 31, 2016, at the request of the Director of Human Resources, State Mediation and Conciliation Services verified that at least 30% of the employees in the unit submitted petitions or employee authorization cards. A copy of the employee organization registration is enclosed.

Also on October 28, 2016, the Director of Human Resources received an employee organization registration from Association of Mid-Management Professionals at Solano County ("AMMPS"). AMMPS also submitted a decertification petition to decertify unit 16, Mid-Management, from PEU. On October 31, 2016, at the request of the Director of Human Resources, State Mediation and Conciliation Services verified that at least 30% of the employees in the unit submitted petitions or employee authorization cards. A copy of the employee organization registration is enclosed.

As to unit 6, Health and Social Services Supervisors, the existing representative is PEU, with valid decertification petitions from Local 21 and SHAPE.

As to unit 16, Mid-Management, the existing representative is PEU, with valid decertification petitions from Local 21 and AMMPS.

On October 31, 2016, the Director of Human Resources met with the assigned mediator from State Mediation and Conciliation Service for the purpose of setting the decertification election process. Also in attendance were authorized individuals from Local 21, PEU, SHAPE, and AMMPS. The decertification election calendar for both unit 6, Health and Social Services Supervisors, and unit 16, Mid-Management, is:

- Posting of the election on December 16, 2016
- Mail ballot election to run from January 3 - January 27, 2017
- Ballot counting on January 30, 2017
- If a runoff election is required, the runoff election posting will be on January 31, 2017
- Mail ballot election to run from February 14 - March 17, 2017
- Ballot counting on March 20, 2017

ALTERNATIVES:

The Civil Service Commission could opt to not receive an update; however, this alternative is not recommended as at the October 2016 Civil Service Commission meeting the Commission requested the California State Mediation and Conciliation Service to call and conduct a secret ballot election.

OTHER AGENCY INVOLVEMENT:

None.

Solano HSS Association of Professional Employees

October 28, 2016

Solano HSS Association of
Professional Employees

PO Box 3095

Fairfield, CA 94533

Solano County

Human Resources

675 Texas Street, Suite 1800

Fairfield, CA 94533

Dear Mr. Fox,

This letter is notification that the current Unit 6 (HSS Supervisors), at Solano County, would like to be registered as an employee organization, an Association.

The Solano HSS Association of Professional Employees (SHAPE) is not to be affiliated with any regional, state, national, or international organizations. SHAPE is an employee run entity.

The primary purpose of SHAPE is to represent our members in their employer-employee relations with Solano County. SHAPE has no restrictions on membership based on race, color, creed, national origin, sex, age, or physical or mental impairment.

Following is a list of those principal officers of SHAPE, who also serve as the communication designees:

Acting President

Acting Vice President

Regine Edie

Kelli Sewell-Cavaness

106 Kiowa Ct.

2049 San Luis St.

Vacaville, CA 95688

Fairfield, CA 94533

707-249-49

707-421-9126

The above two parties are designated as those persons authorized as representatives of the organization in any communications with the Director of Human Resources, the Civil Service Commission, or the Board of Supervisors.

Please contact either of us should you have any questions or require clarification of the request stated above.

Sincere Regards,



Regine Edie,

On behalf of Solano HSS Association of Professional Employees (SHAPE)

PREAMBLE:

We, the employees of **Solano HSS Association of Professional Employees**, recognize that organized labor can be instrumental in improving our status and resolving the social and health problems of our community; therefore we enter into union and agree to adopt these bylaws, as an instrument for concerted action and collective bargaining in the interest of our members and for the community we serve.

I. NAME AND JURISDICTION:

- A. This organization will be known as the **Solano HSS Association of Professional Employees**, henceforth the "association". The jurisdiction of this Association shall be all employees in the bargaining unit(s) represented by the Association.

II. AFFILIATION:

- A. This Association is independent, and is not affiliated with any state-wide union, national union or federation.

III. MEMBERSHIP:

- A. All persons from a bargaining unit where **Solano HSS Association of Professional Employees** is the recognized bargaining agent shall be eligible for membership without regard to race, creed, color, religion, gender, gender expression, sexual orientation, national origin, citizenship status, marital status, ancestry, age, disability status, or political affiliation
- B. New bargaining units must be approved by the Executive Board
- C. Membership may be terminated by a majority vote of the board of directors.

IV. STRUCTURE:

- A. The Association Board of Directors is composed of the following officers: President, Vice President, Secretary, Treasurer
- B. The term of office shall be two (2) years,
- C. The Executive Board shall have power to act for the Association between General Membership meetings. The Executive Board shall meet at least once a month or as often as deemed necessary by the Board. Three (3) members shall constitute an Executive Board quorum.
- D. The Executive Board is the highest authority within the Association structure.
- E. The Association shall hold regularly scheduled General Membership meetings at least once each quarter. Special membership meetings may be called by the Executive Board.
- F. The Association shall maintain a file of minutes.

V. OFFICERS AND DUTIES:

- A. **President:** The President shall officiate at all meetings and shall be responsible for directing the implementation of directives voted on by the Association board. The President shall be one of three (3) officers authorized to withdraw funds from a Association account, after such expenditures have been approved by the Executive Board.
- B. **Vice President:** The Vice President shall act as President in the absence of the President. The Vice President shall be one of three (3) officers authorized to withdraw funds from a Association account, after such expenditures have been approved by the Executive Board
- C. **Secretary:** The Secretary shall keep a correct record of the proceedings of all Executive Board and General Membership meetings and shall provide a copy thereof to the Secretary of the Local Association upon request. The Secretary shall receive all correspondence and communications on behalf of the Association.
- D. **Treasurer:** The Treasurer shall be responsible for Association account deposits and dispersals. The Treasurer shall be one of three (3) officers authorized to withdraw funds from a Association account, after such expenditures have been approved by the Execu-

tive Board and/or General Membership. The Treasurer shall present the Association financial records for audit at the direction of the Treasurer of the Local Association or his/her representative.

VI. VACANCIES:

- A. Vacancies to an officer position shall be filled by the president with the approval of the majority of the Board.

VII. ELECTIONS and VOTING:

- A. Eligibility: In order to run for and serve as a Association officer, candidates shall have been members in good standing for at least one (1) year and be employed within a bargaining unit represented by the Association . If the Association has been in existence for less than one (1) year, the candidate must have been a member in good standing since the Association was recognized.
- B. Notice: Notice of the election shall be given to each Association member in good standing at least fifteen (15) days prior to the date set for the election by written notice and/or Association.
- C. Only those present at the meeting in which a vote takes place, may vote.

VIII. UNITS

- A. Except when agreed upon by the Executive Board, individual units maintain autonomy in regards to finances, and bank accounts.

IX. DUES

- A. Regular membership dues shall be fixed at one percent (1%) of monthly salary, and shall not be raised without a majority vote of the membership.

X. CONTRACT RATIFICATION:

- A. Ratification or rejection of a tentative agreement shall be referred to the General Membership at a membership meeting(s) called for that purpose or through a mail ballot. The ratification vote shall be by written, secret ballot. Proxy voting shall not be allowed. At least three (3) days' notice must be given prior to a contract ratification vote.

XI. STRIKE:

- A. The Association may not initiate a strike without a majority concurrence vote of the total membership by secret ballot.

XII. PROCEDURE AND DEBATE:

- A. Association meetings shall be governed by the Roberts Rules of Order Every member shall follow and be subject to such rules governing debate at all meetings of the Association.

XIII. AMENDMENT:

- A. Amendments to these bylaws may be originated and ratified by a majority vote of the Executive Board.

Unit 6 classifications to be included in Solano HSS Association of Professional Employees:

Community Services Coordinator

Crisis Specialist (Supervising)

Eligibility Benefits Specialist Supervisor

Employment Resources Specialist Supervisor

Mental Health Clinical Supervisor

Mental Health Specialist (Supervising)

Program Specialist

Social Services Program Coordinator

Social Services Supervisor

Special Programs Supervisor

Substance Abuse Program Coordinator

Therapist (Senior)

AMMPS

Association of Mid-Management Professionals at
Solano County

October 28, 2016

Association of Mid-Management
Professionals at Solano County
P.O. Box 2099
Suisun, CA 94585

Solano County
Human Resources
675 Texas Street, Suite 1800
Fairfield, CA 94533

Dear Mr. Fox,

This letter is notification that current Unit 16, Mid-Management, at Solano County would like to be registered by Solano County as an employee organization, an Association. Please reference attached signed Petition.

The Association of Mid-Management Professionals at Solano County (AMMPS) will not be affiliated with any regional, state, national, or international organizations. AMMPS is an employee-run entity.

The primary purpose of the AMMPS is to represent our members in their employer-employee relations with Solano County. AMMPS has no restriction on membership based on race, creed, color, religion, gender, gender expression, sexual orientation, national origin, citizenship status, marital status, ancestry, age, physical or mental impairment, disability status, or political affiliation.

Following is a list of the principal officers of AMMPS and also serves as the communication designees:

Acting President	Acting Vice President
Muriel Clemente	Jody M. Hagens
P.O. Box 1462	1322 Irving Court
Suisun, CA 94585	Fairfield, CA 94533
707-208-0190	808-779-9042

The above two parties are designated as those persons authorized as representatives of the organization to engage in any communications with the Director of Human Resources, the Civil Service Commission, or the Board of Supervisors.

Please contact either of us should you have any questions or require clarification of the request stated above.

Sincere Regards,



Jody M. Hagens
Acting Vice President

Enclosure: AMMPS Bylaws & Original Signed Petition

AMMPS

Association of Mid-Management Professionals at
Solano County

BYLAWS

PREAMBLE:

This Union is organized to improve public service, to advance and improve the interest of its members in the matter of their wages, hours, working conditions, and general welfare; and to promote friendships, harmony, and cooperation among employees and employers.

We, the employees of Unit 16, recognize that organized labor in can be instrumental in improving our status and resolving the social and health problems of our community; therefore, we enter into union and agree to adopt these bylaws, as an instrument for concerted action and collective bargaining in the interest of our members and for the community we serve.

ARTICLE I -- NAME AND JURISDICTION

- A. This Association will be known as the Association of Mid-Management Professionals at Solano County(AMMPS). The jurisdiction of this Association shall be all employees in the bargaining unit represented by the Association.

ARTICLE II -- AFFILIATION

- A. This Association is independent, and is not affiliated with any state-wide or national Union or Federation.

ARTICLE III -- MEMBERSHIP

- A. All persons from a bargaining unit where Unit 16 is the recognized bargaining agent shall be eligible for membership without regard to race, creed, color, religion, gender, gender expression, sexual orientation, national origin, citizenship status, marital status, ancestry, age, disability status, or political affiliation.
- B. New bargaining units must be approved by the Executive Board.
- C. Membership may be terminated by a majority vote of the board of directors.

ARTICLE IV -- STRUCTURE

- A. The Association Board of Directors is composed of the following officers: President; Vice President; Secretary; and Treasurer.
- B. The term of office shall be two (2) years.
- C. The Executive Board is the highest authority within the Association structure.
- D. The Executive Board shall:
 - a. Have power to act for the Association between General Membership meetings.
 - b. Meet at least once a month or as often as deemed necessary by the Board.
 - c. Three (3) members shall constitute an Executive Board quorum. Wherein, there are only two (2) officers, that shall constitute as an Executive Board quorum.
- E. The Association shall hold regularly scheduled General Membership meetings at least once each quarter.

- F. A quorum for membership meetings shall be one (1) officer and five (5) non-officer members.
- G. Special membership meetings may be called by the Executive Board or by written request to the President by ten (10) or more members.
- H. The Association shall maintain a file of minutes.

ARTICLE V -- OFFICERS AND DUTIES

- A. President: The President shall:
 - a. Officiate at all meetings, conduct meetings in an orderly fashion, and shall be responsible for directing the implementation of directives voted on by the Association board, and represent the interests of unit members.
 - b. Appoint committees and representatives as needed, appoint all Shop Stewards and Chief Shop Stewards, unless they were elected by their worksite.
 - c. Be an ex-officio member of all committees.
 - d. Be one of three (3) officers authorized to withdraw funds from an Association account, after such expenditures have been approved by the Executive Board.
- B. Vice President: The Vice President shall:
 - a. Preside at unit meeting in the President's absence
 - b. Assume the responsibilities and duties of the President in the event of absence or resignation of the President.
 - c. Be one of three (3) officers authorized to withdraw funds from an Association account, after such expenditures have been approved by the Executive Board.
- C. Secretary: The Secretary shall:
 - a. Keep a correct record of the proceedings of all Executive Board and General Membership meetings.
 - b. Give a report at each regularly scheduled unit meeting.
 - c. Receive all correspondence and communications on behalf of the Association.
- D. Treasurer: The Treasurer shall:
 - a. Be responsible for Association account deposits and dispersals, and maintain accurate unit financial records.
 - b. Be one of three (3) officers authorized to withdraw funds from an Association account, after such expenditures have been approved by the Executive Board and/or General Membership.
 - c. The Treasurer shall present the Association financial records for audit at the direction of the Treasurer of the Local Association or his/ her representative.

ARTICLE VI -- VACANCIES

- A. Vacancies to an officer position shall be filled by the president and/or vice-president with the approval of the majority of the Board.
- B. Officer vacancies shall be filled at the next regular meeting. The unit membership will be notified by email that this agenda item will be considered.

ARTICLE VII -- ELECTIONS and VOTING

- A. Eligibility: In order to run for and serve as an Association officer, candidates shall:
 - a. Have been members in good standing for at least one (1) year and be employed within a bargaining unit represented by the Association.
 - i. If the Association has been in existence for less than one (1) year, the candidate must have been a member in good standing since the Association was recognized.

- b. Be present at the meeting, or have submitted a written intent of acceptance of office.
- B. Schedule: The election of officers will be held every other year during April.
- C. Notice: Notice of the election shall be given to each Association member in good standing at least fifteen (15) days prior to the date set for the election by written notice and/or Association.
- D. Only those present at the meeting in which a vote takes place, may vote.
- E. Where there is more than one (1) candidate for an office, the voting shall be by secret ballot.
- F. The President shall be entitled to vote in any secret ballot decision; however, in matters decided by open ballot, voice, or hand vote, the President's vote shall be cast only in the case of a tie.

ARTICLE VIII -- SHOP STEWARDS

- A. Chief Shop Stewards and Shop Stewards will be appointed by the Association President, though individual worksites will also have the ability to elect their stewards if they so choose.

ARTICLE IX -- UNITS

- A. Except when agreed upon by the Executive Board, individual units maintain autonomy in regards to finances and bank accounts.

ARTICLE X -- DUES

- A. Regular membership dues shall be fixed at one percent (1%) of monthly salary and shall not be raised without a majority vote of the membership.

ARTICLE XI -- CONTRACT RATIFICATION

- A. Ratification or rejection of a tentative agreement shall be referred to the General Membership at a membership meeting(s) called for that purpose or through a mail ballot. The ratification vote shall be by written secret ballot. Proxy voting shall not be allowed. At least three (3) days' notice must be given prior to a contract ratification vote.

ARTICLE XII -- STRIKE

- A. The Association may not initiate a strike without a majority concurrence vote of the total membership by secret ballot.

ARTICLE XIII -- PROCEDURE AND DEBATE

- A. Association meetings shall be governed by the established "Robert's Rules of Order" (as revised to date). Every member shall follow and be subject to such rules governing debate at all meetings of the Association.

ARTICLE XIV -- AMENDMENT

- A. These bylaws can be amended at any meeting of the membership provided that the language of such amendment is contained in a notice sent to the membership at least 30 days prior to meeting.
- B. The amendment(s) must be carried by a majority vote of the membership present.

Fox, Marc A.

From: Hagens, Jody M.
Sent: Friday, October 28, 2016 2:08 PM
To: Fox, Marc A.
Cc: Clemente, Muriel A.; Hagens, Jody M.
Subject: Unit 16 - AMMPS Covered Classifications
Attachments: AMMPS - Listing of Classifications Represented.pdf

Good Afternoon,

Thank you again Marc for your follow-up phone call regarding our Unit 16 submittal for Local One decertification and creation of our employee organization, the Association of Mid-Management Professionals at Solano County (AMMPS).

Attached is a cover letter and the listing of Solano classifications that are to be represented by AMMPS.

Please don't hesitate to call me.

Have a wonderful weekend and see you Monday morning.

With appreciation,

Jody

Jody M. Hagens

ASB Manager / Staff Analyst
Administrative Support Bureau

Solano County - Health and Social Services
275 Beck Avenue, MS 5-100
Fairfield, CA 94533
Main: (707) 784-8940
Phone: (707) 784-8522
Mobile: (707) 389-9557
Fax: (707) 427-2764
Email: jmhagens@solanocounty.com

AMMPS

Association of Mid-Management Professionals at
Solano County

October 28, 2016

Association of Mid-Management
Professionals at Solano County
P.O. Box 2099
Suisun, CA 94585

Solano County
Human Resources
675 Texas Street, Suite 1800
Fairfield, CA 94533

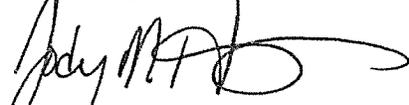
Dear Mr. Fox,

This letter is in support of the prior notification that current Unit 16, Mid-Management, at Solano County requests to be registered by Solano County as an employee organization, an Association.

The Association of Mid-Management Professionals at Solano County (AMMPS), in addition to the previously submitted Bylaws and original signed Petitions, requests that the attached list of Solano County classifications be recognized as being represented by AMMPS.

Please contact either of Muriel Clemente, President, or me should you have any questions or require clarification of the request stated above. You are welcomed to call our County office numbers of 6707 and 8522, respectively.

Sincere Regards,



Jody M. Hagens
Acting Vice President

Enclosure: Listing of AMMPS Covered Classifications



Association of Mid-Management Professionals at
Solano County

**LISTING OF CLASSIFICATIONS REPRESENTED by the
ASSOCIATION OF MID-MANAGEMENT PROFESSIONALS AT SOLANO COUNTY**

Regular and limited-term classifications represented by AMMPS are:

- Appraiser (Supervising)
- Auditor-Controller (Supervising)
- Bioter Pre & Response Program Manager
- Cadastral Mapping Technician (Supervising)
- Child Support Attorney (Supervising)
- Clerical Operations Manager
- Clinic Physician Supervisor
- Coordinator-Programs/Emergency Services
- Dentist Manager
- Dentist Supervisor
- Deputy Agriculture Commission/Sealer Weights and Measures
- Employment/Eligibility Services Manager
- Group Counselor (Supervising)
- Health & Social Services Planning Analyst
- Health & Social Services Training/Hiring Coordinator
- Health Education Manager
- Health Services Manager
- Health Services Manager (Senior)
- Identification and Records Services Manager
- Inmate Program and Services Manager
- LAFCO Analyst
- Library Marketing and Community Relations Officer
- Mental Health Services Manager
- Mental Health Services Manager (Senior)
- Nursing Manager
- Nursing Supervisor
- Occupational Health Program Manager
- Project Manager
- Psychiatrist Supervisor
- Public Health Nurse Manager
- Quality Assurance Manager
- Recording Operations Manager
- Social Services Manager
- Staff Analyst
- Staff Analyst (Entry)
- Staff Analyst (Senior)
- Tax Collections Manager
- Victim/Witness Program Coordinator

Classified (16C) classifications represented by AMMPS are:

Dentist Manager
Employment/Eligibility Services Manager
Health Education Manager
Staff Analyst

Civil Service (16X) classifications represented by AMMPS are:

Child Support Program Manager
Clerical Operations Manager
Employment/Eligibility Services Manager
Health & Social Services Planning Analyst
Health & Social Services Training/Hiring Coordinator
Program Analyst
Project Manager
Quality Assurance Manager
Social Services Manager
Staff Analyst
Staff Analyst (Entry)
Staff Analyst (Senior)



Agenda Submittal

Agenda #: **Status:** Agenda Ready

Type: CSC-Document **Department:** Civil Service Commission

File #: CSC 16-0037 **Contact:** Marc Fox, 784-2552

Agenda date: 11/9/2016 **Final action:**

Title: Schedule the Civil Service Commission hearing on an allegation of workplace discrimination for February 1, February 2, and February 6, 2017.

Governing body: Civil Service Commission

District:

Attachments:

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION:

At the October 18, 2016 Civil Service Commission meeting, the Commission provided the Director of Human Resources with instruction for tentative dates of a hearing on an allegation of workplace discrimination. This agenda item is for the Commission to schedule the hearing.

SUMMARY:

In November 2015, the County's Equal Employment Opportunity (EEO) Officer received a complaint alleging that the employee ("Employee E") was not promoted on the basis of sex discrimination. The County investigated the allegation through the use of an outside, independent investigator (attorney) and, at its conclusion, provided a finding to the employee. On September 15, 2016, the employee's representative filed an appeal to the Civil Service Commission. The matter before the Commission today is to set the hearing date(s).

DISCUSSION:

At the October 18, 2016 Civil Service Commission meeting, the Commission tentatively asked that the hearing is scheduled for February 2, 3, and 6, 2017. February 3, 2017 is not available as this is typically a meeting day for the Planning Commission. The Director of Human Resources confirmed that the Commission's meeting room is available for February 1, 2 and 6, 2017. Individual Commissioners, the employee's representative, and the County's representative have confirmed availability for February 1, 2, and 6, 2017.

ALTERNATIVES:

The Commission could establish alternative hearing dates; however, this alternative is not recommended as individual Commissioners and the County's representative have all confirmed availability for the proposed hearing dates.

OTHER AGENCY INVOLVEMENT:

None.



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:		Status:	Agenda Ready
Type:	CSC-Document	Department:	Civil Service Commission
File #:	CSC 16-0034	Contact:	Marc Fox, 784-2552
Agenda date:	11/9/2016	Final action:	
Title:	Request to adopt the amended classification specifications of Auditor-Appraiser (Entry), Auditor-Appraiser and Auditor-Appraiser (Senior)		
Governing body:	Civil Service Commission		
District:			
Attachments:	Auditor-Appraiser (Entry) Add/delete Auditor-Appraiser (Entry) Final Auditor-Appraiser (Senior) Add/delete Auditor-Appraiser (Senior) Final Auditor-Appraiser Add/delete Auditor-Appraiser Final		

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION:

The Department of Human Resources (Human Resources) recommends the Civil Service Commission to adopt the amendments to the classification specifications of Auditor-Appraiser (Entry), Auditor-Appraiser and Auditor-Appraiser (Senior).

SUMMARY:

The Auditor-Appraiser series is unique to the Assessor-Recorder's Office. The Board of Equalization (BOE), the public agency charged with the oversight for tax administration and fee collection in the State of California, adopted new certification requirements on October 27, 2015 for employees performing the duties of auditor-appraisers. The amendments to the class specifications incorporate the BOE requirements, standardize minimum qualification requirements of comparable classes creating a path for succession planning, and include formatting updates.

DISCUSSION:

The classification specifications of Auditor-Appraiser (Entry), Auditor-Appraiser and Auditor-Appraiser (Senior) were established in October 1986; and Auditor-Appraiser (Senior) was revised in March 2007. The department uses the Auditor-Appraiser classification series to perform full, accurate and complete audits and assessments of personal property for tax purposes; to conduct audit-appraisals of personal property of private citizens and of commercial, industrial and agricultural businesses; and to inspect, analyze and determine value of machinery, equipment, fixtures and other taxable property. The department made the request to amend the classification specifications to reflect the Board of Equalization's education, experience and certification minimum and to standardize the minimum qualifications in comparable classes creating a path for succession planning.

Attached are copies of the proposed classes and the revised class specifications.

ALTERNATIVES:

The Civil Service Commission could elect not to approve the proposed class specification amendments; however, this is not recommended since the Board of Equalization requires the certification, education and experience for employees performing the duties of auditor-appraisers employed by a county. Employees without the certification are not able to perform the duties and function of auditor-appraisers.

OTHER AGENCY INVOLVEMENT:

Human Resources worked with staff from the Assessor-Recorder's Office in revising the class specifications. On October 18, 2016, the County and SEIU met and conferred, and concluded the meet-and-confer process.

COUNTY OF SOLANO

CLASS SPECIFICATION

AUDITOR-APPRAISER (ENTRY)

DEFINITION CLASS SUMMARY:

This is the entry level of the Auditor-Appraiser series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Positions assigned to this level are not expected to function at the same skill level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedure are explained as they arise. Incumbents in this series learn to apply auditing and appraisal theories and techniques to assess valuations of personal property for inclusion in the local assessment roll.

CLASS-DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Auditor-Appraiser class which is the full journey level class of the Auditor-Appraiser series characterized by the responsibility to perform full, accurate and complete audits and assessments of personal property for tax purposes. Incumbents conduct audit-appraisals of personal property for private citizens and in commercial, industrial and agricultural businesses.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction, from a supervisory level class.

Exercises no supervision.

EXAMPLES OF DUTIES — *Duties may include but not limited to the following:*

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Learns to conduct mandatory and non-mandatory audits of personal properties; inspects, analyzes and determines value of machinery, equipment fixtures and other taxable property by performing the following:
 - examines accounting ledgers, financial reports, journals, income and invoice records to determine date purchased and acquisition cost;
 - conducts onsite inspection of properties; makes determination of appropriate adjustments to book value to effect a current market value judgment;
 - computes replacement costs and depreciation factors to arrive at cash value and assessed value;
 - analyzes income data to determine the value of unique types of property where a cost approach is not valid, prepares audit reports and narratives; and
 - maintains documentation on and conducts cross checks of reported lease equipment located in Solano County.;
 - performs California Cooperative Assessments for other counties as assigned.
- Meets with taxpayers to discuss audits, appraisals, Business Property Statement and answer questions; negotiates discusses assessed valuation with property owners or legal

representative in case of contested valuation; prepares documentation for appeal's hearings to the Assessment Appeals Board.

- Learns to appraise business properties by performing the following:
 - verifies the existence of businesses at reported address and discovers new businesses through use of previous years assessment roll, phone books, Board of Equalization records, and/or physical check of location;
 - visits new business establishments, interviews owners, examines financial records and business personal property to make initial assessment of business personal property valuation; and
 - provides assessment information to business owners and other involved parties.
- Contacts business that have failed to file required statements; attempts to secure documents to support valuation.
- Audits Business Property Statements and determines necessity for field audits; establishes penal assessments for non-filers of Business Property Statement in accordance with established policies and procedures.
- Explains tax laws, regulations and valuation methods to the public in person and over the telephone.
- Stays abreast of laws and regulations; attends professional meetings, seminars and workshops; contacts and gathers data from other agencies and departments.
- Assists in the preparation of valuations factors for processing of property statements; provides input relative to new or revised processes and systems.
- Performs other duties of a similar nature or level as assigned.

QUALIFICATION GUIDELINES

EDUCATION AND EXPERIENCE:

- Education/Training: A Bachelor's degree from an accredited college or university is required, ~~preferably in Accounting, or Business or Public Administration,~~ with a specialization in Accounting.

Note: A degree with a specialization in accounting consists of either:

- Eighteen (18) semester units (or quarter units equivalent) of accounting and/or auditing courses from an accredited institution of higher education. Courses taken (e.g., business law and economic classes) outside of accounting and/or auditor are not qualifying toward the 18 units; OR
- Nineteen (19) semester units (or quarter units equivalent), 16 or more of which must be accounting and/or auditing courses from an accredited institution of higher education, and three (3) semester units (or quarter units equivalent) may be either business law or economic classes.

OR

Possession of a valid Certified Public Accountant license in the State of California is licensed as an Accountant with the State of California as a.

OR

~~has passed a State or local civil service or merit system examination for accountant or auditor.~~

- **Experience:** One (1) year of work experience in accounting, auditing, or property appraisal.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- **Temporary Appraiser Certification:** A temporary Appraiser's certificate issued by the California State Board of Equalization must be obtained by employees in this class within the first month of employment.
- **Permanent Appraiser Certification:** A permanent Appraiser's certificate issued by the California State Board of Equalization must be obtained by an employee in this class within the first year of employment.
- **Driver's License:** Possession of a valid Class C California Driver's License is required.

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action, in accordance with Civil Service Rules and of applicable bargaining agreement.

JOB RELATED AND ESSENTIALS QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Basic principles and practices of bookkeeping, accounting and auditing principles, and accounting records and financial reports systems.
- Appraisal of property for tax purposes.
- Methods and procedures for determining depreciation, appreciation and replacement cost on equipment and fixtures.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary and punctuation for both written and oral communication.

- Formats and appropriate terminology for written communications such as business correspondence and narrative reports.
- Standard office procedures, practices, equipment, personal computers and software.

Skills and/or Ability to:

- Utilize basic office equipment; use a computer to gather and analyze data.
- Drive a motor vehicle.

Ability to:

- ~~Examine~~ Analyze and interpret transactions a variety of financial records and business personal property for property tax purposes and for the purpose of conducting audits of industrial and commercial businesses for local assessment roll purposes.
- Learn appraisal techniques to value different types of equipment, machinery and fixtures.
- Inspect and appraise personal property.
- Understand, interpret and explain laws, regulations and policies governing auditing/appraising program operations.
- Read and interpret blueprints, maps and property descriptions.
- Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments.
- Establish and maintain cooperative working relationships; demonstrate tact and diplomacy; deal firmly and fairly with clients.
- Collect and analyze data to establish valuations; draw logical conclusions and make appropriate recommendations; research regulations, procedures and/or technical reference materials.
- Comply with laws, regulations and professional practices governing audit-appraisal program services and operations.
- Understand and analyze expenditure reports;
- Prepare and maintain accurate records and document actions taken.
- Interview people to acquire data necessary to complete audit-appraisals.
- Maintain confidentiality of information.

ADA COMPLIANCE

PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), climbing and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer, read, and etc. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

~~Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.~~

~~Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.~~

~~Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, wetness, rain, temperature and noise extremes, traffic hazards, animal/wildlife attacks, animal bites, sloped terrain, or angry/hostile citizens.~~

WORKING CONDITIONS:

- Office Work plus Outdoor work: While most work will be in an office setting, visits to outdoor properties will require an employee to work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
- Outdoor Work and Industrial Areas: Visits to properties to be appraised may require exposure to adverse environmental conditions such as dirt, dust, wetness, rain, temperature and noise extremes, animal/wildlife attacks, animal/insect bites, and sloped and/or uneven terrain.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.

SUPPLEMENTAL INFORMATION

OTHER REQUIREMENTS:

- Incumbents are required to file an annual Conflict of Interest Statement in accordance with the provisions of the Political Reform Act of 1974.

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has live, worked or gone to school.
- Independent Travel: Employees are required to travel independently, for example, to assess properties, to attend meetings with other County employees, and/or to attend meetings with community organizations. ~~Independent travel is required.~~

SUPPLEMENTAL INFORMATION:

- Employees may be promoted from the entry level to the journey level without further examination in flexibly staffed classes.

Marc A. Fox
Director of Human Resources

CLASS HISTORY AND CLASS INFORMATION:

Date Adopted by Board of Supervisors **BOS Date:** June 30, 2003

Date Approved by Civil Service Commission **Established Date:** October 1986

Date(s) Revised **Date:** November 2002

Date(s) Retitled and Previous Title(s) of the Class:

I:\Classification\Class Specs\ParaProf specs\Auditor-Appraiser(Entry).doc

COUNTY OF SOLANO

CLASS SPECIFICATION

AUDITOR-APPRAISER (ENTRY)

CLASS SUMMARY:

This is the entry level of the Auditor-Appraiser series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Positions assigned to this level are not expected to function at the same skill level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedure are explained as they arise. Incumbents in this series learn to apply auditing and appraisal theories and techniques to assess valuations of personal property for inclusion in the local assessment roll.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Auditor-Appraiser class which is the full journey level class of the Auditor-Appraiser series characterized by the responsibility to perform full, accurate and complete audits and assessments of personal property for tax purposes. Incumbents conduct audit-appraisals of personal property for private citizens and in commercial, industrial and agricultural businesses.

SUPERVISION RECEIVED AND EXERCISED:

- Receives general direction, from a supervisory level class.
- Exercises no supervision.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Learns to conduct mandatory and non-mandatory audits of personal properties; inspects, analyzes and determines value of machinery, equipment fixtures and other taxable property by performing the following:
 - examines accounting ledgers, financial reports, journals, income and invoice records to determine date purchased and acquisition cost;
 - conducts onsite inspection of properties; makes determination of appropriate adjustments to book value to effect a current market value judgment;
 - computes replacement costs and depreciation factors to arrive at cash value and assessed value;
 - analyzes income data to determine the value of unique types of property where a cost approach is not valid, prepares audit reports and narratives; and
 - maintains documentation on and conducts cross checks of reported lease equipment located in Solano County.
- Meets with taxpayers to discuss audits, appraisals, Business Property Statement and answer questions; discusses assessed valuation with property owners or legal representative in case of contested valuation; prepares documentation for appeal's hearings to the Assessment Appeals Board.

- Learns to appraise business properties by performing the following:
 - verifies the existence of businesses at reported address and discovers new businesses through use of previous years assessment roll, phone books, Board of Equalization records, and/or physical check of location;
 - visits new business establishments, interviews owners, examines financial records and business personal property to make initial assessment of business personal property valuation; and
 - provides assessment information to business owners and other involved parties.
- Contacts business that have failed to file required statements; attempts to secure documents to support valuation.
- Audits Business Property Statements and determines necessity for field audits; establishes penal assessments for non-filers of Business Property Statement in accordance with established policies and procedures.
- Explains tax laws, regulations and valuation methods to the public in person and over the telephone.
- Stays abreast of laws and regulations; attends professional meetings, seminars and workshops; contacts and gathers data from other agencies and departments.
- Assists in the preparation of valuations factors for processing of property statements; provides input relative to new or revised processes and systems.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** A Bachelor's degree from an accredited college or university is required, with a specialization in Accounting.

Note: A degree with a specialization in accounting consists of either:

- Eighteen (18) semester units (or quarter units equivalent) of accounting and/or auditing courses from an accredited institution of higher education. Courses taken (e.g., business law and economic classes) outside of accounting and/or auditor are not qualifying toward the 18 units; OR
- Nineteen (19) semester units (or quarter units equivalent), 16 or more of which must be accounting and/or auditing courses from an accredited institution of higher education, and three (3) semester units (or quarter units equivalent) may be either business law or economic classes.

OR

Possession of a valid Certified Public Accountant license in the State of California.

- **Experience:** One (1) year of work experience in accounting, auditing, or property appraisal.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- **Temporary Appraiser Certification:** A temporary Appraiser's certificate issued by the California State Board of Equalization must be obtained by employees in this class within the first month of employment.
- **Permanent Appraiser Certification:** A permanent Appraiser's certificate issued by the California State Board of Equalization must be obtained by an employee in this class within the first year of employment.
- **Driver's License:** Possession of a valid Class C California Driver's License is required.

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action, in accordance with Civil Service Rules and of applicable bargaining agreement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Basic principles and practices of bookkeeping, accounting and auditing principles, and accounting records and financial reports.
- Appraisal of property for tax purposes.
- Methods and procedures for determining depreciation, appreciation and replacement cost on equipment and fixtures.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary and punctuation for both written and oral communication.
- Formats and appropriate terminology for written communications such as business correspondence and narrative reports.
- Standard office procedures, practices, equipment, personal computers and software.

Skills and/or Ability to:

- Utilize basic office equipment; use a computer to gather and analyze data.
- Drive a motor vehicle.

- Analyze and interpret transactions a variety of financial records and business personal property for property tax purposes and for the purpose of conducting audits of industrial and commercial businesses for local assessment roll purposes.
- Learn appraisal techniques to value different types of equipment, machinery and fixtures.
- Inspect and appraise personal property.
- Understand, interpret and explain laws, regulations and policies governing auditing/appraising program operations.
- Read and interpret blueprints, maps and property descriptions.
- Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments.
- Establish and maintain cooperative working relationships; demonstrate tact and diplomacy; deal firmly and fairly with clients.
- Collect and analyze data to establish valuations; draw logical conclusions and make appropriate recommendations; research regulations, procedures and/or technical reference materials.
- Comply with laws, regulations and professional practices governing audit-appraisal program services and operations.
- Understand and analyze expenditure reports;
- Prepare and maintain accurate records and document actions taken.
- Interview people to acquire data necessary to complete audit-appraisals.
- Maintain confidentiality of information.

PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), climbing and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer, read, and etc. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive

detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- Office Work plus Outdoor work: While most work will be in an office setting, visits to outdoor properties will require an employee to work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
- Outdoor Work and Industrial Areas: Visits to properties to be appraised may require exposure to adverse environmental conditions such as dirt, dust, wetness, rain, temperature and noise extremes, animal/wildlife attacks, animal/insect bites, and sloped and/or uneven terrain.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- Incumbents are required to file an annual Conflict of Interest Statement in accordance with the provisions of the Political Reform Act of 1974.
- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has live, worked or gone to school.
- Independent Travel: Employees are required to travel independently, for example, to assess properties, to attend meetings with other County employees, and/or to attend meetings with community organizations.

SUPPLEMENTAL INFORMATION:

- Employees may be promoted from the entry level to the journey level without further examination in flexibly staffed classes.

Marc A. Fox
Director of Human Resources

CLASS HISTORY AND CLASS INFORMATION:

Date Adopted by Board of Supervisors: June 30, 2003

Date Approved by Civil Service Commission: October 1986

Date(s) Revised: November 2002

Date(s) Retitled and Previous Title(s) of the Class:

COUNTY OF SOLANO
CLASS SPECIFICATION
AUDITOR-APPRAISER (SENIOR)

Rev. 3/07

DEFINITION CLASS SUMMARY:

This class is a dual concept class characterized by the responsibility to prepare and/or oversee the preparation of complex audits and assessments of personal properties for tax purposes, and to lead the professional auditor-appraisal staff. Under general direction, performs and/or assists in the performance of complex valuations of personal property for inclusion in the local assessment role and/or leads the work of the professional auditor-appraiser staff; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- Auditor-Appraiser (Supervising) class by the latter's responsibility to plan, organize and administer the work of the Personal Property Section; and
- Auditor-Appraiser class which is the full journey level of the Auditor-Appraiser series characterized by the responsibility to perform full, accurate and complete audits and assessments of personal property for tax purposes. Incumbents conduct audit-appraisals of personal property for private citizens and in commercial, industrial and agricultural businesses.

SUPERVISION RECEIVED AND EXERCISED:

- Receives general direction from the Supervising Auditor-Appraiser (Supervising).
- Exercises ~~Performs~~ technical and functional supervision ~~lead work~~ over professional staff in reviewing accuracy of work and training subordinate level auditor-appraisal staff.

EXAMPLES OF DUTIES ~~Duties may include but are not limited to the following:~~

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs lead worker duties over Auditor-Appraisers, Auditor-Appraiser (Entry) and other support staff such as:
 - Participatinges in the assignment, review, audits and appraisals of personal property located in the County;
 - providinges training and technical expertise in complex audit-appraisal theories and methodology and their application;
 - assistinges in planning and implementing division procedures;
 - participatinges in training auditor-appraisal staff;
 - ~~determines~~ recommending necessity for disciplinary action; ~~may participate in special projects;~~
 - monitoring status of work being performed and keeping supervisor informed of work progress and likelihood of meeting timelines and required deadlines; and
 - reviewing work of employees led, informing supervisor of customer feedback, work quality, conduct problems, etc. and providing input on performance to supervisor.

- Audits Business Property Statements and determines necessity for field audits; establishes penal assessments for non-filers of Business Property Statements in accordance with established policies and procedures.
- Receives and evaluates disputed audits with responsible auditor-appraiser and property owner or legal representative; ~~negotiates~~ discusses with property owner to resolve contested valuations; may prepare formal audit reports and represent the Assessor's Office at appeal hearings before the local Board of Equalization.
- Verifies the existence of businesses at the reported address and discovers new businesses through use of previous years assessment role, phone books, Board of Equalization records, and/or physical check of location; visits new business establishments, interviews owners, examines financial records and business personal property to make initial assessment of business personal property valuation.
- Participates in special projects.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND/OR EXPERIENCE:

- **Education:** A Bachelor's degree from an accredited college or university, is required with a specialization in Accounting, ~~preferably in Accounting or Business or Public Administration~~

Note: A degree with a specialization in accounting consists of either:

- Eighteen (18) semester units (or quarter units equivalent) of accounting and/or auditing courses from an accredited institution of higher education. Courses taken (e.g., business law and economic classes) outside of accounting and/or auditor are not qualifying toward the 18 units; OR
- Nineteen (19) semester units (or quarter units equivalent), 16 or more of which must be accounting and/or auditing courses from an accredited institution of higher education, and three (3) semester units (or quarter units equivalent) may be either business law or economic classes.

OR

~~Possession of a valid is licensed as an Accountant with the State of California as a Certified Public Accountant~~ licensed in the State of California.

OR

~~has passed a State or local civil service or merit system examination for accountant or auditor.~~

- **Experience:** Three (3) years of work experience in accounting, auditing, and/or property appraisal.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Permanent Appraiser Certification: A valid permanent Appraiser's certificate issued by the California State Board of Equalization is required.
- Advanced Appraiser Certification: A permanent Advanced Appraiser's certificate issued by the California State Board of Equalization must be obtained by employees in this class within the six (6) months of appointment.
- Driver's License: Possession of a valid Class C California Driver's License is required.

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action, in accordance with Civil Service Rules and of applicable bargaining agreement.

JOB RELATED AND ESSENTIALS QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of accounting systems.
- Auditing and appraisal of personal property of private citizens and industrial and commercial firms for tax purposes.
- Methods and procedures for determining depreciation, appreciation and replacement cost on equipment and fixtures.
- Laws, court decisions, California Revenue and Taxation Code and Board of Equalization regulations relating to personal property valuation.
- Principles and practices of supervision. Standard and accepted principles of leadership, on-the-job training and work review.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary and punctuation for both written and oral communication.
- Formats and appropriate terminology for written communications such as business correspondence and narrative reports.
- Standard office procedures, practices, equipment, personal computers and software.

Skill and/or Ability to:

- Use basic office equipment; use a computer to gather and analyze data.

- Drive a motor vehicle.

Ability to:

- Interpret and explain laws, regulations and policies governing audit-appraisal program operations.
- Apply audit-appraisal theory in the accomplishment of complex audits-appraisals.
- Implement operational procedures.
- Make decisions and independent judgments.
- Research and analyze data and arrive at the appropriate property valuation.
- Communicate effectively both verbally and in writing.
- Communicate effectively with people of diverse socio-economic backgrounds and temperaments.
- Perform mathematical computations.
- Establish and maintain cooperative working relationships.
- Understand program objectives in relation to departmental goals and procedures.
- Demonstrate tact and diplomacy.
- Collect and analyze data to draw logical conclusions and make appropriate recommendations.
- Prepare narrative and statistical reports.
- Comply with laws, regulations and professional practices governing audit-appraisal program.
- Lead the work of others engaged in audit-appraisal activity to include distributing work and providing work directions, reviewing work performance and conduct of staff, and providing on-the-job training to staff led.
- Secure cooperation and teamwork among professional and/or support staff.
- Deal firmly and fairly with clients of diverse socio-economic backgrounds and temperaments.
- Maintain accurate records and document actions taken.
- Organize and prioritize work assignments.
- Make routine arithmetical calculations.

- Research regulations, procedures and/or technical reference materials.
- Projects consequences of decisions.
- Maintain confidentiality of information.
- Recognize and respect limits of authority and responsibility.
- Gain thorough familiarity with local property and valuations for assigned responsibility.
- Collect, analyze and correlate information to arrive at an impartial value for a specific property; work independently or with minimum supervision.

ADA COMPLIANCE

PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), climbing and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer, read, and etc. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

~~**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.~~

~~**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.~~

~~**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, wetness, rain, temperature and noise extremes, traffic hazards, animal/wildlife attacks, animal bites, sloped terrain, or angry/hostile citizens.~~

WORKING CONDITIONS:

- Office Work plus Outdoor work: While most work will be in an office setting, visits to outdoor properties will require an employee to work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.

- Outdoor Work and Industrial Areas: Visits to properties to be appraised may require exposure to adverse environmental conditions such as dirt, dust, wetness, rain, temperature and noise extremes, animal/wildlife attacks, animal/insect bites, sloped and/or uneven terrain.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.

SPECIAL OTHER REQUIREMENTS:

- Incumbents are required to file an annual Conflict of Interest Statement in accordance with the provisions of the Political Reform Act of 1974.
- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has live, worked or gone to school.
- Independent Travel: Employees are required to travel independently, for example, to assess properties, to attend meetings with other County employees, and/or to attend meetings with community organizations. Independent travel is required.
- ~~Possession of a valid Appraiser's Certificate according to the provisions of Revenue and Taxation Code Section 670 is required.~~
- ~~Possession of or ability to obtain a valid California Class C drivers license is required.~~

~~Donald W. Turko~~ **Marc A. Fox**
Director of Human Resources

CLASS HISTORY AND CLASS INFORMATION:

Date Adopted by the Board of Supervisors **BOS Date:** June 30, 2003

Date Approved by Civil Service Commission **CSC Date:** March 14, 2007

Date(s) Revised:

Date(s) Retitled and Previous Title(s) of the Class:

COUNTY OF SOLANO
CLASS SPECIFICATION
AUDITOR-APPRAISER (SENIOR)

CLASS SUMMARY:

This class is a dual concept class characterized by the responsibility to prepare and/or oversee the preparation of complex audits and assessments of personal properties for tax purposes, and to lead the professional auditor-appraisal staff. Under general direction, performs and/or assists in the performance of complex valuations of personal property for inclusion in the local assessment role and/or leads the work of the professional auditor-appraiser staff; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- Auditor-Appraiser (Supervising) class by the latter's responsibility to plan, organize and administer the work of the Personal Property Section; and
- Auditor-Appraiser class which is the full journey level of the Auditor-Appraiser series characterized by the responsibility to perform full, accurate and complete audits and assessments of personal property for tax purposes. Incumbents conduct audit-appraisals of personal property for private citizens and in commercial, industrial and agricultural businesses.

SUPERVISION RECEIVED AND EXERCISED:

- Receives general direction from the Auditor-Appraiser (Supervising).
- Performs technical and functional lead work over professional staff in reviewing accuracy of work and training subordinate level auditor-appraisal staff.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs lead worker duties over Auditor-Appraisers, Auditor-Appraiser (Entry) and other support staff such as:
 - Participating in the assignment, review, audits and appraisals of personal property located in the County;
 - providing training and technical expertise in complex audit-appraisal theories and methodology and their application;
 - assisting in planning and implementing division procedures;
 - participating-in training auditor-appraisal staff;
 - recommending necessity for disciplinary action;
 - monitoring status of work being performed and keeping supervisor informed of work progress and likelihood of meeting timelines and required deadlines; and
 - reviewing work of employees led, informing supervisor of customer feedback, work quality, conduct problems, etc. and providing input on performance to supervisor.

- Audits Business Property Statements and determines necessity for field audits; establishes penal assessments for non-filers of Business Property Statements in accordance with established policies and procedures.
- Receives and evaluates disputed audits with responsible auditor-appraiser and property owner or legal representative; discusses with property owner to resolve contested valuations; may prepare formal audit reports and represent the Assessor's Office at appeal hearings before the local Board of Equalization.
- Verifies the existence of businesses at the reported address and discovers new businesses through use of previous years assessment role, phone books, Board of Equalization records, and/or physical check of location; visits new business establishments, interviews owners, examines financial records and business personal property to make initial assessment of business personal property valuation.
- Participates in special projects.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND/OR EXPERIENCE:

- **Education:** A Bachelor's degree from an accredited college or university is required, with a specialization in Accounting.

Note: A degree with a specialization in accounting consists of either:

- Eighteen (18) semester units (or quarter units equivalent) of accounting and/or auditing courses from an accredited institution of higher education. Courses taken (e.g., business law and economic classes) outside of accounting and/or auditor are not qualifying toward the 18 units; OR
- Nineteen (19) semester units (or quarter units equivalent), 16 or more of which must be accounting and/or auditing courses from an accredited institution of higher education, and three (3) semester units (or quarter units equivalent) may be either business law or economic classes.

OR

Possession of a valid Certified Public Accountant licensed in the State of California.

- **Experience:** Three (3) years of work experience in accounting, auditing, and/or property appraisal.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- **Permanent Appraiser Certification:** A valid permanent Appraiser's certificate issued by the California State Board of Equalization is required.
- **Advanced Appraiser Certification:** A permanent Advanced Appraiser's certificate issued by the California State Board of Equalization must be obtained by employees in this class within the six (6) months of appointment.
- **Driver's License:** Possession of a valid Class C California Driver's License is required.

Note: All licenses, certificates and registrations must be kept current while employed in this

class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action, in accordance with Civil Service Rules and of applicable bargaining agreement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of accounting systems.
- Auditing and appraisal of personal property of private citizens and industrial and commercial firms for tax purposes.
- Methods and procedures for determining depreciation, appreciation and replacement cost on equipment and fixtures.
- Laws, court decisions, California Revenue and Taxation Code and Board of Equalization regulations relating to personal property valuation.
- Standard and accepted principles of leadership, on-the-job training and work review.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary and punctuation for both written and oral communication.
- Formats and appropriate terminology for written communications such as business correspondence and narrative reports.
- Standard office procedures, practices, equipment, personal computers and software.

Skill and/or Ability to:

- Use basic office equipment; use a computer to gather and analyze data.
- Drive a motor vehicle.
- Interpret and explain laws, regulations and policies governing audit-appraisal program operations.
- Apply audit-appraisal theory in the accomplishment of complex audits-appraisals.
- Implement operational procedures.
- Make decisions and independent judgments.
- Research and analyze data and arrive at the appropriate property valuation.

- Communicate effectively both verbally and in writing.
- Communicate effectively with people of diverse socio-economic backgrounds and temperaments.
- Perform mathematical computations.
- Establish and maintain cooperative working relationships.
- Understand program objectives in relation to departmental goals and procedures.
- Demonstrate tact and diplomacy.
- Collect and analyze data to draw logical conclusions and make appropriate recommendations.
- Prepare narrative and statistical reports.
- Comply with laws, regulations and professional practices governing audit-appraisal program.
- Lead the work of others engaged in audit-appraisal activity to include distributing work and providing work directions, reviewing work performance and conduct of staff, and providing on-the-job training to staff led.
- Secure cooperation and teamwork among professional and/or support staff.
- Deal firmly and fairly with clients of diverse socio-economic backgrounds and temperaments.
- Maintain accurate records and document actions taken.
- Organize and prioritize work assignments.
- Make routine arithmetical calculations.
- Research regulations, procedures and/or technical reference materials.
- Projects consequences of decisions.
- Maintain confidentiality of information.
- Recognize and respect limits of authority and responsibility.
- Gain thorough familiarity with local property and valuations for assigned responsibility.
- Collect, analyze and correlate information to arrive at an impartial value for a specific property; work independently or with minimum supervision.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), climbing and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- **Lifting, Carrying, Pushing and Pulling – Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer, read, and etc. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- **Office Work plus Outdoor work:** While most work will be in an office setting, visits to outdoor properties will require an employee to work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
- **Outdoor Work and Industrial Areas:** Visits to properties to be appraised may require exposure to adverse environmental conditions such as dirt, dust, wetness, rain, temperature and noise extremes, animal/wildlife attacks, animal/insect bites, sloped and/or uneven terrain.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- **Incumbents** are required to file an annual Conflict of Interest Statement in accordance with the provisions of the Political Reform Act of 1974.
- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has live, worked or gone to school.
- **Independent Travel:** Employees are required to travel independently, for example, to assess properties, to attend meetings with other County employees, and/or to attend meetings with community organizations.

Marc A. Fox

Director of Human Resources

CLASS HISTORY AND CLASS INFORMATION:

Date Adopted by the Board of Supervisors: June 30, 2003

Date Approved by Civil Service Commission: March 14, 2007

Date(s) Revised:

Date(s) Retitled and Previous Title(s) of the Class:

COUNTY OF SOLANO

CLASS SPECIFICATION

AUDITOR-APPRAISER

DEFINITION CLASS SUMMARY:

This is the full journey level of the Auditor-Appraiser series characterized by the responsibility to perform full, accurate and complete audits and assessments of personal property for tax purposes. Incumbents conduct audit-appraisals of personal property for private citizens and in commercial, industrial and agricultural businesses. Applies auditing and appraisal theories and techniques to assess valuations of personal property for inclusion in the local assessment roll.

CLASS DISTINGUISHING CHARACTERISTICS:

This class is distinguished from that of:

- Auditor-Appraiser (Entry) class which is the entry level class in the series;
- Auditor-Appraiser (Senior) class which prepares and oversees the preparation of complex audits and assessments of personal properties for tax purpose and to lead the professional Auditor-Appraisal staff; and
- ~~Supervising~~ Auditor-Appraiser (Supervising) class which has the ~~by the latter's~~ responsibility to plan, organize and supervise the work of the Personal Property Division of the Assessor's Office.

SUPERVISION RECEIVED AND EXERCISED:

- Receives general direction, from the ~~Supervising~~ Auditor-Appraiser (Supervising).
- May provide technical oversight over entry level or newly hired employees.

EXAMPLES OF DUTIES — *Duties may include but are not limited to the following:*

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Conducts mandatory and non-mandatory audits of personal properties:
 - inspects, analyzes and determines value of machinery, equipment fixtures and other taxable property;
 - examines accounting ledgers, financial reports, journals, income and invoice records to determine date purchased and acquisition cost;
 - conducts onsite inspection of properties;
 - makes determination of appropriate adjustments to book value to effect a current market value judgment;
 - computes replacement costs and depreciation factors to arrive at cash value and assessed value;
 - analyzes income data to determine the value of unique types of property where a cost approach is not valid, prepares audit reports and narratives; and
 - maintains documentation on and conducts cross checks of reported lease equipment located in Solano County.;
 - ~~performs California Cooperative Assessments for other counties as assigned.~~

- Meets with taxpayers to discuss audits, appraisals, Business Property Statement and answer questions; ~~negotiates~~ **discusses** assessed valuation with property owners or legal representative in case of contested valuation; prepares documentation for appeal's hearings to the Assessment Appeals Board.
- Appraises business properties:
 - verifies the existence of businesses at reported address and discovers new businesses through use of previous years assessment roll, phone books, Board of Equalization records, and/or physical check of location;
 - visits new business establishments, interviews owners, examines financial records and business personal property to make initial assessment of business personal property valuation; **and**
 - provides assessment information to business owners and other involved parties.
- Contacts business that have failed to file required statements; attempts to secure documents to support valuation.
- Audits Business Property Statements and determines necessity for field audits; establishes penal assessments for non-filers of Business Property Statement in accordance with established policies and procedures.
- Explains tax laws, regulations and valuation methods to the public in person and over the telephone.
- Stays abreast of laws and regulations; attends professional meetings, seminars and workshops; contacts and gathers data from other agencies and departments.
- Assists in the preparation of valuations factors for processing of property statements; provides input relative to new or revised processes and systems.
- **Performs other duties of a similar nature or level as assigned.**

QUALIFICATION GUIDELINES

EDUCATION AND EXPERIENCE:

- **Education/Training:** A Bachelor's degree from an accredited college or university is required, ~~preferably in Accounting or Business or Public~~ Administration with a specialization in Accounting.

Note: A degree with a specialization in accounting consists of either:

- **Eighteen (18) semester units (or quarter units equivalent) of accounting and/or auditing courses from an accredited institution of higher education. Courses taken (e.g., business law and economic classes) outside of accounting and/or auditor are not qualifying toward the 18 units; OR**
- **Nineteen (19) semester units (or quarter units equivalent), 16 or more of which must be accounting and/or auditing courses from an accredited institution of higher education, and three (3) semester units (or quarter units equivalent) may be either business law or economic classes.**

OR

Possession of a valid Certified Public Accountant license in the State of California is licensed as an Accountant with the State of California as a.

OR

has passed a State or local civil service or merit system examination for accountant or auditor OR holds the office of Assessor.

- **Experience:** Two (2) years of work experience in accounting, auditing, property appraisal.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- **Temporary Appraiser Certification:** A temporary Appraiser's certificate issued by the California State Board of Equalization must be obtained by employees in this class within the first month of employment.
- **Permanent Appraiser Certification:** A permanent Appraiser's certificate issued by the California State Board of Equalization must be obtained by an employee in this class within the first year of employment.
- **Driver's License:** Possession of a valid Class C California Driver's License is required.

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action, in accordance with Civil Service Rules and of applicable bargaining agreement.

JOB RELATED AND ESSENTIALS QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of accounting systems.
- Auditing and appraisal of business and personal property and fixtures of industrial and commercial firms for tax purposes.
- Methods and procedures for determining depreciation, appreciation and replacement cost on equipment and fixtures.
- Laws, court decisions, California Revenue and Taxation Code and Board of Equalization regulations relating to property valuation.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive and motivational manner.

- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary and punctuation for both written and oral communication.
- Formats and appropriate terminology for written communications such as business correspondence and narrative reports.
- Standard office procedures, practices, equipment, personal computers and software.

Skills and/or Ability to:

- Utilize basic office equipment; use a computer to gather and analyze data.
- Drive a motor vehicle.

Ability to:

- Examine a variety of financial records and business personal property for the purpose of conducting audits of industrial and commercial businesses for local assessment roll purposes.
- Inspect and appraise personal property.
- Understand, interpret and explain laws, regulations and policies governing auditing/appraising program operations.
- Read and interpret blueprints, maps and property descriptions.
- Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments.
- Establish and maintain cooperative working relationships; demonstrate tact and diplomacy; deal firmly and fairly with clients.
- Collect and analyze data to establish valuations; draw logical conclusions and make appropriate recommendations; research regulations, procedures and/or technical reference materials.
- Comply with laws, regulations and professional practices governing audit-appraisal program services and operations.
- Understand and analyze expenditure reports;
- Maintain accurate records and document actions taken.
- Interview people to acquire data necessary to complete audit-appraisals.

- Maintain confidentiality of information.

PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), climbing and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer, read, etc. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

~~Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.~~

~~Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.~~

~~Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, wetness, rain, temperature and noise extremes, traffic hazards, animal/wildlife attacks, animal bites, sloped terrain, or angry/hostile citizens.~~

WORKING CONDITIONS:

- Office Work plus Outdoor work: While most work will be in an office setting, visits to outdoor properties will require an employee to work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
- Outdoor Work and Industrial Areas: Visits to properties to be appraised may require exposure to adverse environmental conditions such as dirt, dust, wetness, rain, temperature and noise extremes, animal/wildlife attacks, animal/insect bites, sloped and/or uneven terrain.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.

SUPPLEMENTAL INFORMATION

OTHER REQUIREMENTS:

- Incumbents are required to file an annual Conflict of Interest Statement in accordance with the provisions of the Political Reform Act of 1974.
- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has live, worked or gone to school.
- Independent Travel: Employees are required to travel independently, for example, to assess properties, to attend meetings with other County employees, and/or to attend meetings with community organizations. ~~Independent travel is required.~~

Marc A. Fox

Director of Human Resources

CLASS HISTORY AND CLASS INFORMATION:

Date Adopted by the Board of Supervisors **BOS Date:** June 30, 2003

Date Approved by Civil Service Commission:

Date(s) Revised **Date:** November 2002

Date(s) Retitled and Previous Title(s) of the Class:

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COUNTY OF SOLANO

CLASS SPECIFICATION

AUDITOR-APPRAISER

CLASS SUMMARY:

This is the full journey level of the Auditor-Appraiser series characterized by the responsibility to perform full, accurate and complete audits and assessments of personal property for tax purposes. Incumbents conduct audit-appraisals of personal property for private citizens and in commercial, industrial and agricultural businesses. Applies auditing and appraisal theories and techniques to assess valuations of personal property for inclusion in the local assessment roll.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from that of:

- Auditor-Appraiser (Entry) class which is the entry level class in the series;
- Auditor-Appraiser (Senior) class which prepares and oversees the preparation of complex audits and assessments of personal properties for tax purpose and to lead the professional Auditor-Appraisal staff; and
- Auditor-Appraiser (Supervising) class which has the responsibility to plan, organize and supervise the work of the Personal Property Division of the Assessor's Office.

SUPERVISION RECEIVED AND EXERCISED:

- Receives general direction, from the Auditor-Appraiser (Supervising).
- May provide technical oversight over entry level or newly hired employees.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Conducts mandatory and non-mandatory audits of personal properties:
 - inspects, analyzes and determines value of machinery, equipment fixtures and other taxable property;
 - examines accounting ledgers, financial reports, journals, income and invoice records to determine date purchased and acquisition cost;
 - conducts onsite inspection of properties;
 - makes determination of appropriate adjustments to book value to effect a current market value judgment;
 - computes replacement costs and depreciation factors to arrive at cash value and assessed value;
 - analyzes income data to determine the value of unique types of property where a cost approach is not valid, prepares audit reports and narratives; and
 - maintains documentation on and conducts cross checks of reported lease equipment located in Solano County.
- Meets with taxpayers to discuss audits, appraisals, Business Property Statement and answer questions; discusses assessed valuation with property owners or legal representative in case of contested valuation; prepares documentation for appeal's hearings to the Assessment Appeals Board.

- Appraises business properties:
 - verifies the existence of businesses at reported address and discovers new businesses through use of previous years assessment roll, phone books, Board of Equalization records, and/or physical check of location;
 - visits new business establishments, interviews owners, examines financial records and business personal property to make initial assessment of business personal property valuation; and
 - provides assessment information to business owners and other involved parties.
- Contacts business that have failed to file required statements; attempts to secure documents to support valuation.
- Audits Business Property Statements and determines necessity for field audits; establishes penal assessments for non-filers of Business Property Statement in accordance with established policies and procedures.
- Explains tax laws, regulations and valuation methods to the public in person and over the telephone.
- Stays abreast of laws and regulations; attends professional meetings, seminars and workshops; contacts and gathers data from other agencies and departments.
- Assists in the preparation of valuations factors for processing of property statements; provides input relative to new or revised processes and systems.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** A Bachelor's degree from an accredited college or university is required, Administration with a specialization in Accounting.

Note: A degree with a specialization in accounting consists of either:

- Eighteen (18) semester units (or quarter units equivalent) of accounting and/or auditing courses from an accredited institution of higher education. Courses taken (e.g., business law and economic classes) outside of accounting and/or auditor are not qualifying toward the 18 units; OR
- Nineteen (19) semester units (or quarter units equivalent), 16 or more of which must be accounting and/or auditing courses from an accredited institution of higher education, and three (3) semester units (or quarter units equivalent) may be either business law or economic classes.

OR

Possession of a valid Certified Public Accountant license in the State of California.

- **Experience:** Two (2) years of work experience in accounting, auditing, property appraisal.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- **Temporary Appraiser Certification:** A temporary Appraiser's certificate issued by the California State Board of Equalization must be obtained by employees in this class within the first month of employment.
- **Permanent Appraiser Certification:** A permanent Appraiser's certificate issued by the California State Board of Equalization must be obtained by an employee in this class within the first year of employment.
- **Driver's License:** Possession of a valid Class C California Driver's License is required.

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action, in accordance with Civil Service Rules and of applicable bargaining agreement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of accounting systems.
- Auditing and appraisal of business and personal property and fixtures of industrial and commercial firms for tax purposes.
- Methods and procedures for determining depreciation, appreciation and replacement cost on equipment and fixtures.
- Laws, court decisions, California Revenue and Taxation Code and Board of Equalization regulations relating to property valuation.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary and punctuation for both written and oral communication.
- Formats and appropriate terminology for written communications such as business correspondence and narrative reports.
- Standard office procedures, practices, equipment, personal computers and software.

Skills and/or Ability to:

- Utilize basic office equipment; use a computer to gather and analyze data.

- Drive a motor vehicle.
- Examine a variety of financial records and business personal property for the purpose of conducting audits of industrial and commercial businesses for local assessment roll purposes.
- Inspect and appraise personal property.
- Understand, interpret and explain laws, regulations and policies governing auditing/appraising program operations.
- Read and interpret blueprints, maps and property descriptions.
- Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments.
- Establish and maintain cooperative working relationships; demonstrate tact and diplomacy; deal firmly and fairly with clients.
- Collect and analyze data to establish valuations; draw logical conclusions and make appropriate recommendations; research regulations, procedures and/or technical reference materials.
- Comply with laws, regulations and professional practices governing audit-appraisal program services and operations.
- Understand and analyze expenditure reports;
- Maintain accurate records and document actions taken.
- Interview people to acquire data necessary to complete audit-appraisals.
- Maintain confidentiality of information.

PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), climbing and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer, read, etc. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive

detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- Office Work plus Outdoor work: While most work will be in an office setting, visits to outdoor properties will require an employee to work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
- Outdoor Work and Industrial Areas: Visits to properties to be appraised may require exposure to adverse environmental conditions such as dirt, dust, wetness, rain, temperature and noise extremes, animal/wildlife attacks, animal/insect bites, sloped and/or uneven terrain.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- Incumbents are required to file an annual Conflict of Interest Statement in accordance with the provisions of the Political Reform Act of 1974.
- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has live, worked or gone to school.
- Independent Travel: Employees are required to travel independently, for example, to assess properties, to attend meetings with other County employees, and/or to attend meetings with community organizations.

Marc A. Fox
Director of Human Resources

CLASS HISTORY AND CLASS INFORMATION:

Date Adopted by the Board of Supervisors: June 30, 2003

Date Approved by Civil Service Commission:

Date(s) Revised: November 2002

Date(s) Retitled and Previous Title(s) of the Class:



Solano County

675 Texas Street
Fairfield, California 94533
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Agenda Submittal

Agenda #: **Status:** Agenda Ready

Type: CSC-Document **Department:** Civil Service Commission

File #: CSC 16-0035 **Contact:** Marc Fox, 784-2552

Agenda date: 11/9/2016 **Final action:**

Title: Request to adopt the amended classification specifications of Appraiser (Entry), Appraiser and Appraiser (Senior)

Governing body: Civil Service Commission

District:

Attachments: [Appraiser \(Entry\) Add/delete](#)
[Appraiser \(Entry\) Final](#)
[Appraiser Add/delete](#)
[Appraiser Final](#)
[Appraiser \(Senior\) Add/delete](#)
[Appraiser \(Senior\) Final](#)

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION:

The Department of Human Resources (Human Resources) recommends the Civil Service Commission adopt the amendments to the classification specifications of Appraiser (Entry), Appraiser and Appraiser (Senior).

SUMMARY:

The Appraiser series is unique to the Assessor-Recorder's Office. The Board of Equalization (BOE), the public agency charged with the oversight for tax administration and fee collection in the state of California, adopted new certification requirements on October 27, 2015 for employees performing the appraiser duties. The amendments to the class specifications incorporate the BOE requirements, standardize minimum qualification requirements of comparable classes creating a path for succession planning, clarify lead duty responsibilities and include formatting updates.

DISCUSSION:

The classification specifications of Appraiser (Entry), Appraiser and Appraiser (Senior) were established in June 2003 and were last revised in March 2007. The department uses the Appraiser classification series: to collect, analyze, interpret and reconcile data for valuation of residential, agricultural, commercial, industrial, multi-use and specialized real properties to determine value for tax assessment purposes; to conduct field inspections of real property; to produce appraisals of new construction for residential, small commercial and agricultural properties; to analyze and interpret the State of California Revenue Taxation Code relating to researching/examining deed transfers, percent ownership changes and various exclusions and exemptions set forth by law; and to serve as primary point of contact with the general public concerning real property tax assessment issues. The department made the request to amend the classification specifications to reflect the Board of Equalization's education, experience and certification minimum, to clarify lead duties, and to

standardize the minimum qualifications in comparable classes creating a path for succession planning.

Attached are copies of the proposed classes and the revised class specifications.

ALTERNATIVES:

The Civil Service Commission could elect not to approve the proposed class specification amendments; however, this is not recommended since the Board of Equalization requires the certification, education and experience for employees performing the duties of appraisers employed by a county. Employees without the certification are not able to perform the appraiser series' duties and function.

OTHER AGENCY INVOLVEMENT:

Human Resources worked with staff from the Assessor-Recorder's Office in revising the class specifications. On October 18, 2016 and October 25, 2016, the County and SEIU met and conferred, and concluded the meet-and-confer process.

COUNTY OF SOLANO
CLASS SPECIFICATION
APPRAISER (ENTRY)

Rev. 3/07

DEFINITION CLASS SUMMARY:

This is the entry level in the Appraiser series. Under the provisions of the State of California Revenue and Taxation Code, makes investigations and collects/analyzes data for valuation of residential, agricultural, and small commercial real properties to determine value for tax assessment purposes; serves as primary point of contact with the general public concerning real property tax assessment issues.

CLASS DISTINGUISHING CHARACTERISTICS:

~~This is the entry level in the Appraiser series.~~—This class is distinguished from that of the Appraiser class which is the journey level in the series and performs the full range of appraisal duties within the framework of established procedures. ~~By the lower scope and degree of complexity of appraisals.~~ ~~Positions Incumbents~~ assigned to the Appraiser (Entry) ~~this~~ level are not expected to function at the same skill level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedure are explained as they arise.

SUPERVISION RECEIVED AND EXERCISED

- Receives immediate supervision from the ~~Supervising~~ Appraiser (Supervising).
- Exercises no supervision.

~~EXAMPLES OF DUTIES — Duties may include but are not limited to the following:~~
ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position requirements will vary depending on the needs of the department.

- Analyzes and interprets market data to complete appraisals of real property due to a change of ownership; applies appraisal methods and theory to appraise residential, small commercial, agricultural, and vacant land properties.
- Conducts field inspections of real property; reads and interprets blueprints and legal descriptions; measures and calculates areas of structures; plots and describes land and improvements; produces digital images of property.
- Produces appraisals of new construction for residential, small commercial, and agricultural properties; completes required forms/reports and maintains records.

- Analyzes and interprets the State of California Revenue and Taxation Code (R&T Code) relating to researching/examining deed transfers, percent ownership changes, and various exclusions and exemptions as set forth by law.
- Responds to public inquiries by telephone or in person concerning assessed valuations of all property types; explains tax laws and assessment practices; investigates complaints and re-values as warranted; mediates disputes and resolves conflicts between taxpayers, attorneys, and other parties.
- Performs special projects, such as County-wide tree and vine reviews; conducts R&T Code Section 51 tax relief valuation reviews for all property types.
- Processes land split value allocations, calamity claims, welfare exemptions, and church exemptions; completes agricultural preserve valuations.
- Researches and compiles various statistical data; analyzes and summarizes data; conducts research of department files, legal records, microfiche records, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.
- Prepares, composes, or completes various forms, reports, correspondence, and records.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Performs other duties of a similar nature or level as assigned.

~~Experience and Education/Training~~ **EDUCATION AND EXPERIENCE:**

- **Education/Training:** Bachelor's degree from an accredited college or university, preferably in Business Administration, Public Administration, Economics ~~and approved courses required for State Board of Equalization certification and maintenance of certification.~~

Substitution of Experience for Education: ~~Experience in the appraisal of real property, building cost estimating, engineering, accounting, or in buying, selling or managing real estate, or in a related area as defined by the State of California may be substituted for the education on a year-for-year basis.~~ Must have graduated from high school or has a General Educational Development (GED) diploma, and has four (4) years of relevant experience. "Relevant experience" means employment experience within the last ten years in any of the following occupations:

- (a) An accountant, auditor, real property appraiser, building cost estimator, engineer, real estate loan agent, real estate loan underwriter, right-of-way agent, licensed building contractor; or
 - (b) A real estate licensee, licensed by the California Department of Real Estate, engaged in buying, selling, leasing, or managing real estate; or
 - (c) An appraiser aide or appraiser trainee in an assessor's office or in the property taxes department of the Board of Equalization; or
 - (d) An employee, other than an appraiser, appraiser aide, or appraiser trainee, of an assessor's office or of the property taxes department of the Board of Equalization, except that such employment times shall be limited to qualifying for only 2/3 of the four-year experience requirement. The remaining 1/3 of time shall be accumulated by other relevant experience as described in (a), (b), and (c) above, or by education in an accredited institution of higher education.
- **Experience:** One (1) year of work experience as Appraiser Technician, Aide or equivalent position in an assessor's office or equivalent experience in real estate appraisal or related field.

SPECIAL REQUIREMENTS

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- **Temporary Appraiser Certification:** A temporary Appraiser's certificate issued by the California State Board of Equalization must be obtained by an employee in this class within the first month of employment.
- **Permanent Appraiser Certification:** A permanent Appraiser's certificate issued by the California State Board of Equalization must be obtained by an employee in this class within the first year of employment.
- **Driver's License:** Possession of ~~or ability to obtain~~ a valid Class C California Driver's License is required

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action, in accordance with Civil Service Rules and of applicable bargaining agreement.

JOB RELATED AND ESSENTIAL QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Laws, court decisions, Revenue & Taxation Code, and Board of Equalization regulations pertaining to real property appraisal.

- Policies, procedures, and activities of the County and of departmental practices as they pertain to the performance of duties relating to the position; terminology, principles, and methods utilized within the department.
- Principles and practices of property appraisal for tax purposes; current trends in the field of property appraisal and assessment.
- Methods and techniques used to analyze and draw conclusions regarding market and building trends from general economic data.
- Building materials and construction techniques.
- Income, cost, and market valuation approaches; crop valuation; cash equivalence adjustments; algebraic and geometric methods for determining size of property; possessory interest.
- Use of professional tables and reference manual.
- Elements of formal appraisal reports.
- Methods of dealing with the public and defusing angry/hostile situations.
- Standard office procedures, practices, equipment, C computers and software programs typically used in the position;
- C computerized data collection, retrieval, and analysis.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary and punctuation for both written and oral communication.
- Formats and appropriate terminology for written communications such as business correspondence and narrative reports.

Skills and/or Ability to:

- Utilize basic office equipment.
- Measure dimensions of buildings, structures, or areas.
- Drive a motor vehicle.

Ability to:

- Comprehend, interpret, explain, apply, and comply with a variety of laws, regulations, professional practices, policies, and procedures governing property taxation, appraisal, and assessment and property appraisal program operations.
- Understand program objectives in relation to departmental goals and procedures.
- Read and interpret maps, blueprints, and schematics; create to-scale drawings of building perimeter walls.
- Plan, organize, and prioritize daily assignments and work activities.
- Determine the appropriate course of action in emergency or stressful situations.
- Research and analyze data to arrive at an appropriate property valuation; draw logical conclusions and make appropriate recommendations.
- Prepare narrative and statistical reports; maintain accurate records and document actions taken.
- Perform required mathematical calculations quickly and accurately.
- Maintain confidentiality of information.
- Research laws, regulations, procedures and/or technical reference materials.
- Communicate clearly and concisely, both orally and in writing; interview people to acquire information necessary to perform appraisals; demonstrate tact and diplomacy.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including those who have objectives counter to assigned role.

ADA COMPLIANCE PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), climbing and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer, read, and etc. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

~~**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).~~

~~**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.~~

WORKING CONDITIONS:

- ~~Office Work plus Outdoor work: While most work will be in an office setting, visits to outdoor properties will require an employee to work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.~~
- ~~Outdoor Work and Industrial Areas: Visits to properties to be appraised may require exposure to adverse environmental conditions such as dirt, dust, wetness, rain, temperature and noise extremes, animal/wildlife attacks, animal/insect bites, sloped and/or uneven terrain.~~
- ~~Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.~~
- ~~Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.~~

~~**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, wetness, rain, temperature and noise extremes, traffic hazards, animal/wildlife attacks, animal bites, sloped terrain, or angry/hostile citizens.~~

OTHER REQUIREMENTS:

- Candidates must meet requirements for this office as set forth in the California Government Code.
- ~~Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has live, worked or gone to school.~~
- ~~Independent Travel: Employees are required to travel independently, for example, to assess properties, to attend meetings with other County employees, and/or to attend meetings with community organizations. Independent travel may be required.~~

SUPPLEMENTAL INFORMATION

- ~~Employees may be promoted from the entry to the journey level without further examination in flexibly staffed classes.~~

~~Donald W. Turke~~ Marc A. Fox
Director of Human Resources

CLASS HISTORY AND CLASS INFORMATION:

Date Adopted by Board of Supervisors ~~BOS~~ Date: June 30, 2003

Date Approved by Civil Service Commission ~~CSC~~ Date: March 14, 2007

Date(s) Revised:

Date(s) Retitled and Previous Title(s) of the Class:

COUNTY OF SOLANO

CLASS SPECIFICATION

APPRAISER (ENTRY)

CLASS SUMMARY:

This is the entry level in the Appraiser series. Under the provisions of the State of California Revenue and Taxation Code, makes investigations and collects/analyzes data for valuation of residential, agricultural, and small commercial real properties to determine value for tax assessment purposes; serves as primary point of contact with the general public concerning real property tax assessment issues.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from that of the Appraiser class which is the journey level in the series and performs the full range of appraisal duties within the framework of established procedures. Incumbents assigned to the Appraiser (Entry) level are not expected to function at the same skill level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedure are explained as they arise.

SUPERVISION RECEIVED AND EXERCISED:

- Receives immediate supervision from the Appraiser (Supervising).
- Exercises no supervision.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position requirements will vary depending on the needs of the department.

- Analyzes and interprets market data to complete appraisals of real property due to a change of ownership; applies appraisal methods and theory to appraise residential, small commercial, agricultural, and vacant land properties.
- Conducts field inspections of real property; reads and interprets blueprints and legal descriptions; measures and calculates areas of structures; plots and describes land and improvements; produces digital images of property.
- Produces appraisals of new construction for residential, small commercial, and agricultural properties; completes required forms/reports and maintains records.
- Analyzes and interprets the State of California Revenue and Taxation Code (R&T Code) relating to researching/examining deed transfers, percent ownership changes, and various exclusions and exemptions as set forth by law.
- Responds to public inquiries by telephone or in person concerning assessed valuations of all property types; explains tax laws and assessment practices; investigates complaints and re-values as warranted; mediates disputes and resolves conflicts between taxpayers, attorneys, and other parties.

- Performs special projects, such as County-wide tree and vine reviews; conducts R&T Code Section 51 tax relief valuation reviews for all property types.
- Processes land split value allocations, calamity claims, welfare exemptions, and church exemptions; completes agricultural preserve valuations.
- Researches and compiles various statistical data; analyzes and summarizes data; conducts research of department files, legal records, microfiche records, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.
- Prepares, composes, or completes various forms, reports, correspondence, and records.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** Bachelor's degree from an accredited college or university, preferably in Business Administration, Public Administration, Economics.

Substitution of Experience for Education: Must have graduated from high school or has a General Educational Development (GED) diploma, and has four (4) years of relevant experience. "Relevant experience" means employment experience within the last ten years in any of the following occupations:

- (a) An accountant, auditor, real property appraiser, building cost estimator, engineer, real estate loan agent, real estate loan underwriter, right-of-way agent, licensed building contractor; or
 - (b) A real estate licensee, licensed by the California Department of Real Estate, engaged in buying, selling, leasing, or managing real estate; or
 - (c) An appraiser aide or appraiser trainee in an assessor's office or in the property taxes department of the Board of Equalization; or
 - (d) An employee, other than an appraiser, appraiser aide, or appraiser trainee, of an assessor's office or of the property taxes department of the Board of Equalization, except that such employment times shall be limited to qualifying for only 2/3 of the four-year experience requirement. The remaining 1/3 of time shall be accumulated by other relevant experience as described in (a), (b), and (c) above, or by education in an accredited institution of higher education.
- **Experience:** One (1) year of work experience as Appraiser Technician, Aide or equivalent position in an assessor's office or equivalent experience in real estate appraisal or related field.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- **Temporary Appraiser Certification:** A temporary Appraiser's certificate issued by the California State Board of Equalization must be obtained by an employee in this class within the first month of employment.
- **Permanent Appraiser Certification:** A permanent Appraiser's certificate issued by the California State Board of Equalization must be obtained by an employee in this class within the first year of employment.
- **Driver's License:** Possession of a valid Class C California Driver's License is required

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action, in accordance with Civil Service Rules and of applicable bargaining agreement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Laws, court decisions, Revenue & Taxation Code, and Board of Equalization regulations pertaining to real property appraisal.
- Policies, procedures, and activities of the County and of departmental practices as they pertain to the performance of duties relating to the position; terminology, principles, and methods utilized within the department.
- Principles and practices of property appraisal for tax purposes; current trends in the field of property appraisal and assessment.
- Methods and techniques used to analyze and draw conclusions regarding market and building trends from general economic data.
- Building materials and construction techniques.
- Income, cost, and market valuation approaches; crop valuation; cash equivalence adjustments; algebraic and geometric methods for determining size of property; possessory interest.
- Use of professional tables and reference manual.
- Elements of formal appraisal reports.
- Methods of dealing with the public and defusing angry/hostile situations.
- Standard office procedures, practices, equipment, computers and software programs typically used in the position;
- Computerized data collection, retrieval, and analysis.

- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary and punctuation for both written and oral communication.
- Formats and appropriate terminology for written communications such as business correspondence and narrative reports.

Skills and/or Ability to:

- Utilize basic office equipment.
- Measure dimensions of buildings, structures, or areas.
- Drive a motor vehicle.
- Comprehend, interpret, explain, apply, and comply with a variety of laws, regulations, professional practices, policies, and procedures governing property taxation, appraisal, and assessment and property appraisal program operations.
- Understand program objectives in relation to departmental goals and procedures.
- Read and interpret maps, blueprints, and schematics; create to-scale drawings of building perimeter walls.
- Plan, organize, and prioritize daily assignments and work activities.
- Determine the appropriate course of action in emergency or stressful situations.
- Research and analyze data to arrive at an appropriate property valuation; draw logical conclusions and make appropriate recommendations.
- Prepare narrative and statistical reports; maintain accurate records and document actions taken.
- Perform required mathematical calculations quickly and accurately.
- Maintain confidentiality of information.
- Research laws, regulations, procedures and/or technical reference materials.
- Communicate clearly and concisely, both orally and in writing; interview people to acquire information necessary to perform appraisals; demonstrate tact and diplomacy.

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including those who have objectives counter to assigned role.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), climbing and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- **Lifting, Carrying, Pushing and Pulling – Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer, read, and etc. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- **Office Work plus Outdoor work:** While most work will be in an office setting, visits to outdoor properties will require an employee to work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
- **Outdoor Work and Industrial Areas:** Visits to properties to be appraised may require exposure to adverse environmental conditions such as dirt, dust, wetness, rain, temperature and noise extremes, animal/wildlife attacks, animal/insect bites, sloped and/or uneven terrain.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- **Candidates must meet requirements for this office as set forth in the California Government Code.**
- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has live, worked or gone to school.

- Independent Travel: Employees are required to travel independently, for example, to assess properties, to attend meetings with other County employees, and/or to attend meetings with community organizations.

SUPPLEMENTAL INFORMATION

- Employees may be promoted from the entry to the journey level without further examination in flexibly staffed classes.

Marc A. Fox
Director of Human Resources

CLASS HISTORY AND CLASS INFORMATION:

Date Adopted by Board of Supervisors: June 30, 2003

Date Approved by Civil Service Commission: March 14, 2007

Date(s) Revised:

Date(s) Retitled and Previous Title(s) of the Class:

COUNTY OF SOLANO

CLASS SPECIFICATION

APPRAISER

Rev. 3/07

DEFINITION CLASS SUMMARY:

This is the journey level in the Appraiser series performing the full range of appraisal duties within a framework of established procedures. Under the provisions of the State of California Revenue and Taxation Code, makes investigations and collects/analyzes data for valuation of residential, agricultural, commercial, industrial, transitional, multi-use, and specialized real properties to determine value for tax assessment purposes; serves as primary point of contact with the general public concerning real property tax assessment issues. Incumbents work with only occasional instruction or assistance, and perform specialized duties in a highly independent manner.

CLASS DISTINGUISHING CHARACTERISTICS

This class is distinguished from:

- The Appraiser (Entry) position-class that performs under greater supervision, exercises less independent discretions and judgment, and works on appraisals with a lower primarily by the greater scope and degree of complexity of appraisals. It is further distinguished from; and
- the Appraiser (Senior) class that performs the more complex work of the unit and provides technical and functional supervision of this classification.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Appraiser (Supervising).

May provide technical and functional assistance to lower-level appraisers.

EXAMPLES OF DUTIES – Duties may include but are not limited to the following:

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Analyzes and interprets market data to complete appraisals of real property due to a change of ownership; applies appraisal methods and theory to appraise residential, commercial, industrial, agricultural, vacant land, transitional, and multi-use properties.
- Conducts field inspections of real property; reads and interprets blueprints and legal descriptions; measures and calculates areas of structures; plots and describes land and improvements; produces and catalogs digital images of property.
- Produces appraisals of new construction for residential, commercial, industrial, agricultural, multi-residential properties; completes required forms/reports and maintains records.

- Analyzes and interprets the State of California Revenue and Taxation Code (R&T Code) relating to researching/examining deed transfers, percent ownership changes, and various exclusions and exemptions as set forth by law.
- Responds to public inquiries by telephone or in person concerning assessed valuations of all property types; explains tax laws and assessment practices; investigates complaints and re-values as warranted; conducts negotiations with owners and tax agents; mediates disputes and resolves conflicts between taxpayers, attorneys, and other parties; prepares formal assessment appeals cases; testifies and delivers oral presentations before the local Appeals Board.
- Performs special projects, such as County-wide tree and vine reviews; conducts R&T Code Section 51 tax relief valuation reviews for all property types.
- Processes land split value allocations, calamity claims, welfare exemptions, and church exemptions; completes agricultural preserve valuations.
- Researches, compiles, analyzes and summarizes various statistical data; prepares, composes, or completes various forms, reports, correspondence, and records.
- Provides direction, training, and technical guidance to lower-level appraisers or other employees; assists in coordinating daily work activities, monitoring status of work, inspecting completed work, and troubleshooting problem situations.
- Performs other duties of a similar nature or level as assigned.

Experience and Education/Training **EDUCATION AND EXPERIENCE:**

- **Education/Training:** A Bachelor's degree from an accredited college or university, is required, preferably in Business Administration, Public Administration, Economics ~~and approved courses required for State Board of Equalization certification and maintenance of certification.~~

Substitution of Experience for Education: ~~Experience in the appraisal of real property, building cost estimating, engineering, accounting, or in buying, selling or managing real estate, or in a related area as defined by the State of California may be substituted for the education on a year for year basis.~~ Must have graduated from high school or has a General Educational Development (GED) diploma, and has four (4) years of relevant experience. "Relevant experience" means employment experience within the last ten years in any of the following occupations:

- (a) An accountant, auditor, real property appraiser, building cost estimator, engineer, real estate loan agent, real estate loan underwriter, right-of-way agent, licensed building contractor; or
 - (b) A real estate licensee, licensed by the California Department of Real Estate, engaged in buying, selling leasing, or managing real estate; or
 - (c) An appraiser aide or appraiser trainee in an assessor's office or in the property taxes department of the Board of Equalization; or
 - (d) An employee, other than an appraiser, appraiser aide, or appraiser trainee, of an assessor's office or of the property taxes department of the Board of Equalization, except that such employment times shall be limited to qualifying for only 2/3 of the four-year experience requirement. The remaining 1/3 of time shall be accumulated by other relevant experience as described in (a), (b), and (c) above, or by education in an accredited institution of higher education.
- **Experience:** Two (2) years of work experience at entry-level or associate-level property appraisal or equivalent experience in real estate appraisal.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- **Temporary Appraiser Certification:** A temporary Appraiser's certificate issued by the California State Board of Equalization must be obtained by an employee in this class within the first month of employment.
- **Permanent Appraiser Certification:** A permanent Appraiser's certificate issued by the California State Board Equalization must be obtained by an employee in this class within the first year of employment.
- **Driver's License:** Possession of ~~or ability to obtain~~ a valid Class C California Driver's License is required.

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action, in accordance with Civil Service Rules and of applicable bargaining agreement.

JOB RELATED AND ESSENTIALS QUALIFICATIONS **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

- Laws, court decisions, Revenue & Taxation Code, and Board of Equalization regulations pertaining to real property appraisal.
- Policies, procedures, and activities of the County and of departmental practices as they pertain to the performance of duties relating to the position; terminology, principles, and methods utilized within the department.

- Principles and practices of property appraisal for tax purposes; current trends in the field of property appraisal and assessment.
- Methods and techniques used to analyze and draw conclusions regarding market and building trends from general economic data.
- Building materials and construction techniques.
- Income, cost, and market valuation approaches; crop valuation; cash equivalence adjustments; algebraic and geometric methods for determining size of property; possessory interest.
- Use of professional tables and reference manual.
- Elements of formal appraisal reports.
- Methods of dealing with the public and defusing angry/hostile situations.
- Standard office procedures, practices and equipment. Computers and software programs typically used in the position.
- Computerized data collection, retrieval, and analysis.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary and punctuation for both written and oral communications.
- Formats and use appropriate terminology for written communication such as business correspondence and narrative reports.

Skills and/or Ability to:

- Utilize basic office equipment; use a computer to gather and analyze data.
- Measure and draw dimensions of buildings, structures, or areas.
- Drive a motor vehicle.
- Comprehend, interpret, explain, apply, and comply with a variety of laws, regulations, professional practices, policies, and procedures governing property taxation, appraisal, and assessment and property appraisal program operations.
- Understand program objectives in relation to departmental goals and procedures.

- Interview people to acquire information necessary to perform appraisals.
- Read and interpret maps, blueprints, and schematics; create to-scale drawings of building perimeter walls.
- Plan, organize, and prioritize daily assignments and work activities.
- Research and analyze data to arrive at an appropriate property valuation; draw logical conclusions and make appropriate recommendations.
- Prepare narrative and statistical reports; maintain accurate records and document actions taken.
- Perform required mathematical calculations quickly and accurately.
- Maintain confidentiality of information.
- Research laws, regulations, procedures and/or technical reference materials.
- Communicate clearly and concisely, both orally and in writing; interview people to acquire information necessary to perform appraisals; demonstrate tact and diplomacy.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including those who have objectives counter to assigned role.

ADA COMPLIANCE PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), climbing and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer, read, and etc. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: ~~Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues and signals. Tasks require the ability to communicate orally.~~

Environmental Factors: ~~Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, wetness, rain, temperature and noise extremes, traffic hazards, animal/wildlife attacks, animal bites, sloped terrain, or angry/hostile citizens.~~

WORKING CONDITIONS:

- Office Work plus Outdoor work: While most work will be in an office setting, visits to outdoor properties will require an employee to work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
- Outdoor Work and Industrial Areas: Visits to properties to be appraised may require exposure to adverse environmental conditions such as dirt, dust, wetness, rain, temperature and noise extremes, animal/wildlife attacks, animal/insect bites, sloped and/or uneven terrain.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.

SUPPLEMENTAL INFORMATION OTHER REQUIREMENTS:

- Candidates must meet requirements for this office as set forth in the California Government Code.
- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has live, worked or gone to school.
- Independent Travel: Employees are required to travel independently, for example, to assess properties, to attend meetings with other County employees, and/or to attend meetings with community organizations. Independent travel may be required.

Donald W. Turko **Marc A. Fox**
Director of Human Resources

CLASS HISTORY AND CLASS INFORMATION:

Date Adopted by Board of Supervisors **BOS Date:** June 30, 2003

Date Approved by Civil Service Commission **CSC Date:** March 14, 2007

Date(s) Revised:

Date(s) Retitled and Previous Title(s) of the Class:

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COUNTY OF SOLANO

CLASS SPECIFICATION

APPRAISER

CLASS SUMMARY:

This is the journey level in the Appraiser series performing the full range of appraisal duties within a framework of established procedures. Under the provisions of the State of California Revenue and Taxation Code, makes investigations and collects/analyzes data for valuation of residential, agricultural, commercial, industrial, transitional, multi-use, and specialized real properties to determine value for tax assessment purposes; serves as primary point of contact with the general public concerning real property tax assessment issues. Incumbents work with only occasional instruction or assistance, and perform specialized duties in a highly independent manner.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from:

- The Appraiser (Entry) class that performs under greater supervision, exercises less independent discretions and judgment, and works on appraisals with a lower scope and degree of complexity; and
- The Appraiser (Senior) class that performs the more complex work of the unit and provides technical and functional supervision of this classification.

SUPERVISION RECEIVED AND EXERCISED:

- Receives general supervision from the Appraiser (Supervising).
- May provide technical and functional assistance to lower-level appraisers.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Analyzes and interprets market data to complete appraisals of real property due to a change of ownership; applies appraisal methods and theory to appraise residential, commercial, industrial, agricultural, vacant land, transitional, and multi-use properties.
- Conducts field inspections of real property; reads and interprets blueprints and legal descriptions; measures and calculates areas of structures; plots and describes land and improvements; produces and catalogs digital images of property.
- Produces appraisals of new construction for residential, commercial, industrial, agricultural, multi-residential properties; completes required forms/reports and maintains records.
- Analyzes and interprets the State of California Revenue and Taxation Code (R&T Code) relating to researching/examining deed transfers, percent ownership changes, and various exclusions and exemptions as set forth by law.
- Responds to public inquiries by telephone or in person concerning assessed valuations of all property types; explains tax laws and assessment practices; investigates complaints and re-values as warranted; conducts negotiations with owners and tax agents; mediates disputes

and resolves conflicts between taxpayers, attorneys, and other parties; prepares formal assessment appeals cases; testifies and delivers oral presentations before the local Appeals Board.

- Performs special projects, such as County-wide tree and vine reviews; conducts R&T Code Section 51 tax relief valuation reviews for all property types.
- Processes land split value allocations, calamity claims, welfare exemptions, and church exemptions; completes agricultural preserve valuations.
- Researches, compiles, analyzes and summarizes various statistical data; prepares, composes, or completes various forms, reports, correspondence, and records.
- Provides direction, training, and technical guidance to lower-level appraisers or other employees; assists in coordinating daily work activities, monitoring status of work, inspecting completed work, and troubleshooting problem situations.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** A Bachelor's degree from an accredited college or university, is required, preferably in Business Administration, Public Administration, Economics.

Substitution of Experience for Education: Must have graduated from high school or has a General Educational Development (GED) diploma, and has four (4) years of relevant experience. "Relevant experience" means employment experience within the last ten years in any of the following occupations:

- (a) An accountant, auditor, real property appraiser, building cost estimator, engineer, real estate loan agent, real estate loan underwriter, right-of-way agent, licensed building contractor; or
 - (b) A real estate licensee, licensed by the California Department of Real Estate, engaged in buying, selling leasing, or managing real estate; or
 - (c) An appraiser aide or appraiser trainee in an assessor's office or in the property taxes department of the Board of Equalization; or
 - (d) An employee, other than an appraiser, appraiser aide, or appraiser trainee, of an assessor's office or of the property taxes department of the Board of Equalization, except that such employment times shall be limited to qualifying for only 2/3 of the four-year experience requirement. The remaining 1/3 of time shall be accumulated by other relevant experience as described in (a), (b), and (c) above, or by education in an accredited institution of higher education.
- **Experience:** Two (2) years of work experience at entry-level or associate-level property appraisal or equivalent experience in real estate appraisal.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- **Temporary Appraiser Certification:** A temporary Appraiser's certificate issued by the California State Board of Equalization must be obtained by an employee in this class within the first month of employment.

- **Permanent Appraiser Certification:** A permanent Appraiser's certificate issued by the California State Board Equalization must be obtained by an employee in this class within the first year of employment.
- **Driver's License:** Possession of a valid Class C California Driver's License is required.

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action, in accordance with Civil Service Rules and of applicable bargaining agreement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Laws, court decisions, Revenue & Taxation Code, and Board of Equalization regulations pertaining to real property appraisal.
- Policies, procedures, and activities of the County and of departmental practices as they pertain to the performance of duties relating to the position; terminology, principles, and methods utilized within the department.
- Principles and practices of property appraisal for tax purposes; current trends in the field of property appraisal and assessment.
- Methods and techniques used to analyze and draw conclusions regarding market and building trends from general economic data.
- Building materials and construction techniques.
- Income, cost, and market valuation approaches; crop valuation; cash equivalence adjustments; algebraic and geometric methods for determining size of property; possessory interest.
- Use of professional tables and reference manual.
- Elements of formal appraisal reports.
- Methods of dealing with the public and defusing angry/hostile situations.
- Standard office procedures, practices and equipment, computers and software programs typically used in the position;.
- Computerized data collection, retrieval, and analysis.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.

- English composition, spelling, grammar, vocabulary and punctuation for both written and oral communications.
- Formats and use appropriate terminology for written communication such as business correspondence and narrative reports.

Skills and/or Ability to:

- Utilize basic office equipment; use a computer to gather and analyze data.
- Measure and draw dimensions of buildings, structures, or areas.
- Drive a motor vehicle.
- Comprehend, interpret, explain, apply, and comply with a variety of laws, regulations, professional practices, policies, and procedures governing property taxation, appraisal, and assessment and property appraisal program operations.
- Understand program objectives in relation to departmental goals and procedures.
- Interview people to acquire information necessary to perform appraisals.
- Read and interpret maps, blueprints, and schematics; create to-scale drawings of building perimeter walls.
- Plan, organize, and prioritize daily assignments and work activities.
- Research and analyze data to arrive at an appropriate property valuation; draw logical conclusions and make appropriate recommendations.
- Prepare narrative and statistical reports; maintain accurate records and document actions taken.
- Perform required mathematical calculations quickly and accurately.
- Maintain confidentiality of information.
- Research laws, regulations, procedures and/or technical reference materials.
- Communicate clearly and concisely, both orally and in writing; interview people to acquire information necessary to perform appraisals; demonstrate tact and diplomacy.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including those who have objectives counter to assigned role.

PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), climbing and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer, read, and etc. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- Office Work plus Outdoor work: While most work will be in an office setting, visits to outdoor properties will require an employee to work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
- Outdoor Work and Industrial Areas: Visits to properties to be appraised may require exposure to adverse environmental conditions such as dirt, dust, wetness, rain, temperature and noise extremes, animal/wildlife attacks, animal/insect bites, sloped and/or uneven terrain.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- Candidates must meet requirements for this office as set forth in the California Government Code.
- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has live, worked or gone to school.
- Independent Travel: Employees are required to travel independently, for example, to assess properties, to attend meetings with other County employees, and/or to attend meetings with community organizations.

Marc A. Fox
Director of Human Resources

CLASS HISTORY AND CLASS INFORMATION:

Date Adopted by Board of Supervisors: June 30, 2003

Date Approved by Civil Service Commission: March 14, 2007

Date(s) Revised:

Date(s) Retitled and Previous Title(s) of the Class:

COUNTY OF SOLANO

CLASS SPECIFICATION

APPRAISER (SENIOR)

Rev. 3/07

CLASS SUMMARY:

The Appraiser (Senior) class is a dual concept class characterized by the responsibility to apply the full scope of appraisal theory and methodology to prepare or oversee the preparation of full, accurate and complete appraisals of complex properties and lead a team of professional appraisal staff. Collects, analyzes, interprets, and reconciles information to perform and/or assist in the performance of complex appraisals of commercial, industrial, single-family and multi-residential, multi-use, and specialized real property located in the County; assists the Appraiser (Supervising) in providing instruction and leadership to a team of professional appraisal staff.

DISTINGUISHING CHARACTERISTICS

~~This class is a dual concept class characterized by the responsibility to apply the full scope of appraisal theory and methodology to prepare or oversee the preparation of full, accurate and complete appraisals of complex properties and lead a team of professional appraisal staff.~~ This class is distinguished from the:

- Appraiser (Supervising) ~~class which has the by the latter's~~ responsibility to plan, organize and administer the work of the Real Property Division; and the
- Appraiser class which is the journey level class of the series and performs the full range of appraisal duties within a framework of established procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the ~~Supervising~~-Appraiser (Supervising).

No supervision is exercised over others; however, employees in this class may perform lead duties to include reviewing accuracy of work and training subordinate level appraisal staff.

EXAMPLES OF DUTIES – Duties may include but are not limited to the following:

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Utilizes accepted approaches and practice to value single-family residential, multi-residential, complex commercial, industrial, and multi-use real properties; collects, analyzes and interprets data for the appraisal process; determines property valuation using market, cost and/or income approach; maintains a comprehensive database of information.
- Prepares and conducts presentations of formal appraisal reports before the Board of Equalization.
- Performs lead worker duties such as: ~~provides instruction and leadership to journey level appraisal staff:~~
 - answers questions on appraisal methods;

- conducts reviews the appraisals of complex properties;
- provides correct interpretation and proper implementation of applicable codes and internal methodology;
- provides on the job training, as assigned;
- passes on instructions received from the supervisor and gets work started;
- distributes work among staff and assists journey level appraisers with prioritizing or organizing work assignments;
- monitors status of work being performed and keeps supervisor informed of work progress and likelihood of meeting timelines and required deadlines;
- reviews work of employees, informs supervisor of customer feedback, work quality, conduct problems, etc. and provides input on performance to supervisors;
- responds to employee concerns or complaints regarding work duties, practices or procedures; and
- ensures work is performed safely and efficiently.
- Conducts field visits of new construction to gather information; determines size, quality and other characteristics of new improvements; analyzes blueprints; may discover un-reported new construction and initiates the assessment process.
- Performs related administrative tasks; reviews codes, grant deeds and other documents to determine the extent of a reassessment; participates in and leads special projects; provides input and assistance in developing and implementing new and revised procedures.
- Responds to inquiries concerning valuation disputes; receives and evaluates disputed appraisals with responsible appraiser and property owner or legal representative; negotiates with property owners to resolve contested valuations; may prepare formal appraisal reports and represent the Assessor's Office at appeal's hearings before the local Board of Equalization.
- Employs automated information system to generate reports, maintain property files and assist in analyzing and determining property valuation.
- Performs other duties of a similar nature or level as assigned.

Experience and Education/Training

EDUCATION AND EXPERIENCE:

- **Education/Training:** A Bachelor's degree from an accredited college or university is required, preferably in Accounting, Business Administration, ~~or closely related field~~. Public Administration, Economics ~~and approved courses required for State Board of Equalization certification and maintenance of certification.~~

Substitution of Experience for Education: ~~Experience in the appraisal of real property, building cost estimating, engineering, accounting, or in buying, selling or managing real estate, or in a related area as defined by the State of California may be substituted for the education on a year for year basis.~~ Must have graduated from high school or has a General Educational Development (GED) diploma, and has four (4) years of relevant experience.

"Relevant experience" means employment experience within the last ten years in any of the following occupations:

- (a) An accountant, auditor, real property appraiser, building cost estimator, engineer, real estate loan agent, real estate loan underwriter, right-of-way agent, licensed building contractor; or
 - (b) A real estate licensee, licensed by the California Department of Real Estate, engaged in buying, selling leasing, or managing real estate; or
 - (c) An appraiser aide or appraiser trainee in an assessor's office or in the property taxes department of the Board of Equalization; or
 - (d) An employee, other than an appraiser, appraiser aide, or appraiser trainee, of an assessor's office or of the property taxes department of the Board of Equalization, except that such employment times shall be limited to qualifying for only 2/3 of the four-year experience requirement. The remaining 1/3 of time shall be accumulated by other relevant experience as described in (a), (b), and (c) above, or by education in an accredited institution of higher education.
- **Experience:** Three (3) years of work experience at entry-level or associate-level property appraisal or equivalent experience in real estate appraisal.

SPECIAL REQUIREMENTS

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- **Permanent Appraiser Certification:** Employees are required to possess a permanent Appraiser Certificate ~~Possession of a valid Appraiser's~~ and Advanced Appraiser for Property Tax Certificate according to the provisions of Revenue and Taxation Code Section 670 is required.
- **Driver's License:** Possession of ~~or ability to obtain~~ a valid Class C California driver's license is required.

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action, in accordance with Civil Service Rules and of applicable bargaining agreement.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Standard and accepted principles of leadership, on-the-job training, and work review.
- Principles and practices of real property appraisal for tax purposes.
- Applicable laws, court decisions, Revenue and Taxation Code and Board of Equalization regulations pertaining to real property appraisal.
- Building materials and construction techniques.
- Income/cost/market valuation approaches.

- Algebraic and geometric methods for determining size of property.
- Methods and techniques used to analyze and draw conclusions regarding market and building trends from general economic data.
- Use of professional tables and reference manuals.
- Elements of formal appraisal reports and appeals hearing presentations.
- Map reading; drawing, reading and interpreting schematics and blueprints.
- ~~Methods of dealing with the public and defusing angry/hostile situations.~~
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- Standard office procedures, practices and equipment, computers and software programs typically used in the position.
- Computerized data collection, retrieval and analysis.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive and motivational manner.
- English composition, spelling, grammar, vocabulary and punctuation for both written and oral communication.
- Formats and appropriate terminology for written communication such as business correspondence and narrative reports.
- ~~Principles and practices of supervision.~~

Skills and/or Ability to:

- Utilize basic office equipment, microfiche/film reader, architect/engineers scales, protractor/ruler, digital camera, and related equipment.
- Measure dimensions of buildings, structures, or areas.
- Drive a motor vehicle.

Ability to:

- Understand, interpret and explain laws, regulations and policies governing appraisal program operations; comply with laws, regulations and professional practices governing appraisal program services and operations;
- Research regulations, procedures and/or technical reference materials.
- Apply appraisal theory and techniques to the performance of complex real property appraisals; research and analyze data and arrive at an appropriate property valuation.

- **P**erform mathematical computations.
- **C**ollect and analyze data to draw logical conclusions and make appropriate recommendations.
- **C**ollect, analyze and correlate information to arrive at an impartial value for a specific property.
- Implement operational procedures; make decisions and independent judgments.
- Communicate effectively both verbally and in writing.
- **C**ommunicate effectively with people of diverse socio-economic backgrounds and temperaments.
- **D**etermine the appropriate course of action in emergency or stressful situations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Understand program objectives in relation to departmental goals and procedures.
- Prepare narrative and statistical reports; maintain accurate records.
- Lead the work of others engaged in appraisal activity.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), climbing and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- **Lifting, Carrying, Pushing and Pulling – Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer, read, and etc. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

WORKING CONDITIONS:

- Office Work plus Outdoor work: While most work will be in an office setting, visits to outdoor properties will require an employee to work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
- Outdoor Work and Industrial Areas: Visits to properties to be appraised may require exposure to adverse environmental conditions such as dirt, dust, wetness, rain, temperature and noise extremes, animal/wildlife attacks, animal/insect bites, sloped and/or uneven terrain.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.

~~Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, wetness, rain, temperature and noise extremes, traffic hazards, animal/wildlife attacks, animal bites, sloped terrain, or angry/hostile citizens.~~

SUPPLEMENTAL INFORMATION

OTHER REQUIREMENTS:

- Incumbents are required to file an annual Conflict of Interest Statement in accordance with the provisions of the Political Reform Act of 1974.
- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has live, worked or gone to school.
- Independent Travel: Employees are required to travel independently, for example, to assess properties, to attend meetings with other County employees, and/or to attend meetings with community organizations. ~~Independent travel is required.~~

Donald W. Turke **Marc A. Fox**
Director of Human Resources

CLASS HISTORY AND CLASS INFORMATION:

Date Adopted by Board of Supervisors **BOS Date:** June 30, 2003

Date Approved by Civil Service Commission **CSC Date:** March 14, 2007

Date(s) Revised:

Date(s) Retitled and Previous Title(s) of the Class:

COUNTY OF SOLANO

CLASS SPECIFICATION

APPRAISER (SENIOR)

CLASS SUMMARY:

The Appraiser (Senior) class is a dual concept class characterized by the responsibility to apply the full scope of appraisal theory and methodology to prepare or oversee the preparation of full, accurate and complete appraisals of complex properties and lead a team of professional appraisal staff. Collects, analyzes, interprets, and reconciles information to perform and/or assist in the performance of complex appraisals of commercial, industrial, single-family and multi-residential, multi-use, and specialized real property located in the County; assists the Appraiser (Supervising) in providing instruction and leadership to a team of professional appraisal staff.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- Appraiser (Supervising) responsibility to plan, organize and administer the work of the Real Property Division; and the
- Appraiser class which is the journey level class of the series and performs the full range of appraisal duties within a framework of established procedures.

SUPERVISION RECEIVED AND EXERCISED:

- Receives general supervision from the Appraiser (Supervising).
- No supervision is exercised over others; however, employees in this class may perform lead duties to include reviewing accuracy of work and training subordinate level appraisal staff.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Utilizes accepted approaches and practice to value single-family residential, multi-residential, complex commercial, industrial, and multi-use real properties; collects, analyzes and interprets data for the appraisal process; determines property valuation using market, cost and/or income approach; maintains a comprehensive database of information.
- Prepares and conducts presentations of formal appraisal reports before the Board of Equalization.
- Performs lead worker duties such as:
 - answers questions on appraisal methods;
 - conducts the appraisals of complex properties;
 - provides correct interpretation and proper implementation of applicable codes and internal methodology;
 - provides on the job training, as assigned;
 - passes on instructions received from the supervisor and gets work started;
 - distributes work among staff and assists journey level appraisers with prioritizing or organizing work assignments;
 - monitors status of work being performed and keeps supervisor informed of work progress and likelihood of meeting timelines and required deadlines;

- reviews work of employees, informs supervisor of customer feedback, work quality, conduct problems, etc. and provides input on performance to supervisors;
 - responds to employee concerns or complaints regarding work duties, practices or procedures; and
 - ensures work is performed safely and efficiently.
- Conducts field visits of new construction to gather information; determines size, quality and other characteristics of new improvements; analyzes blueprints; may discover un-reported new construction and initiates the assessment process.
 - Performs related administrative tasks; reviews codes, grant deeds and other documents to determine the extent of a reassessment; participates in and leads special projects; provides input and assistance in developing and implementing new and revised procedures.
 - Responds to inquiries concerning valuation disputes; receives and evaluates disputed appraisals with responsible appraiser and property owner or legal representative; negotiates with property owners to resolve contested valuations; may prepare formal appraisal reports and represent the Assessor's Office at appeal's hearings before the local Board of Equalization.
 - Employs automated information system to generate reports, maintain property files and assist in analyzing and determining property valuation.
 - Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** A Bachelor's degree from an accredited college or university is required, preferably in Accounting, Business Administration, Public Administration, Economics.

Substitution of Experience for Education: Must have graduated from high school or has a General Educational Development (GED) diploma, and has four (4) years of relevant experience. "Relevant experience" means employment experience within the last ten years in any of the following occupations:

- (a) An accountant, auditor, real property appraiser, building cost estimator, engineer, real estate loan agent, real estate loan underwriter, right-of-way agent, licensed building contractor; or
 - (b) A real estate licensee, licensed by the California Department of Real Estate, engaged in buying, selling leasing, or managing real estate; or
 - (c) An appraiser aide or appraiser trainee in an assessor's office or in the property taxes department of the Board of Equalization; or
 - (d) An employee, other than an appraiser, appraiser aide, or appraiser trainee, of an assessor's office or of the property taxes department of the Board of Equalization, except that such employment times shall be limited to qualifying for only 2/3 of the four-year experience requirement. The remaining 1/3 of time shall be accumulated by other relevant experience as described in (a), (b), and (c) above, or by education in an accredited institution of higher education.
- **Experience:** Three (3) years of work experience at entry-level or associate-level property appraisal or equivalent experience in real estate appraisal.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- **Permanent Appraiser Certification:** Employees are required to possess a permanent Appraiser Certificate and Advanced Appraiser for Property Tax Certificate according to the provisions of Revenue and Taxation Code Section 670 is required.
- **Driver's License:** Possession of a valid Class C California driver's license is required.

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action, in accordance with Civil Service Rules and of applicable bargaining agreement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Standard and accepted principles of leadership, on-the-job training, and work review.
- Principles and practices of real property appraisal for tax purposes.
- Applicable laws, court decisions, Revenue and Taxation Code and Board of Equalization regulations pertaining to real property appraisal.
- Building materials and construction techniques.
- Income/cost/market valuation approaches.
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- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- Standard office procedures, practices and equipment, computers and software programs typically used in the position.
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correspondence and narrative reports.

Skills and/or Ability to:

- Utilize basic office equipment, microfiche/film reader, architect/engineers scales, protractor/ruler, digital camera, and related equipment.
- Measure dimensions of buildings, structures, or areas.
- Drive a motor vehicle.
- Understand, interpret and explain laws, regulations and policies governing appraisal program operations; comply with laws, regulations and professional practices governing appraisal program services and operations;.
- Research regulations, procedures and/or technical reference materials.
- Apply appraisal theory and techniques to the performance of complex real property appraisals; research and analyze data and arrive at an appropriate property valuation.
- Perform mathematical computations.
- Collect and analyze data to draw logical conclusions and make appropriate recommendations.
- Collect, analyze and correlate information to arrive at an impartial value for a specific property.
- Implement operational procedures; make decisions and independent judgments.
- Communicate effectively both verbally and in writing.
- Communicate effectively with people of diverse socio-economic backgrounds and temperaments.
- Determine the appropriate course of action in emergency or stressful situations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Understand program objectives in relation to departmental goals and procedures.
- Prepare narrative and statistical reports; maintain accurate records.
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PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), climbing and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer,

read, and etc. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals.

- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- Office Work plus Outdoor work: While most work will be in an office setting, visits to outdoor properties will require an employee to work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
- Outdoor Work and Industrial Areas: Visits to properties to be appraised may require exposure to adverse environmental conditions such as dirt, dust, wetness, rain, temperature and noise extremes, animal/wildlife attacks, animal/insect bites, sloped and/or uneven terrain.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- Incumbents are required to file an annual Conflict of Interest Statement in accordance with the provisions of the Political Reform Act of 1974.
- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has live, worked or gone to school.
- Independent Travel: Employees are required to travel independently, for example, to assess properties, to attend meetings with other County employees, and/or to attend meetings with community organizations.

Marc A. Fox
Director of Human Resources

CLASS HISTORY AND CLASS INFORMATION:

Date Adopted by Board of Supervisors: June 30, 2003

Date Approved by Civil Service Commission: March 14, 2007

Date(s) Revised:

Date(s) Retitled and Previous Title(s) of the Class:



Agenda Submittal

Agenda #: **Status:** Agenda Ready
Type: CSC-Document **Department:** Civil Service Commission
File #: CSC 16-0036 **Contact:** Marc Fox, 784-2552
Agenda date: 11/9/2016 **Final action:**
Title: Request to adopt the amendments to the Civil Service Rules sections referencing non-discrimination

Governing body: Civil Service Commission
District:
Attachments: [Civil Services Rules Add/delete](#)
[Civil Services Rules Final](#)

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION:

The Director of Human Resources recommends the Civil Service Commission amend the Civil Service Rules.

SUMMARY:

The Civil Service Rules provide a procedure for employees and applicants covered under civil service to register a complaint of alleged discrimination and the right to appeal any action taken which adversely affect them. The proposed amendments ensure designated protected categories are current and consistent by referencing the County's Equal Employment Opportunity (EEO) Harassment/Discrimination Policy, which is reviewed on annual basis; update dated terms and verbiage; clarify the procedure to file a complaint; and reduce redundancy by prohibiting subsequent filing after an investigation or after the conclusion of the grievance process.

DISCUSSION:

The non-discrimination sections of the Civil Service Rules were last revised in June 1994. Since that time, there were changes to state and federal regulations that govern anti-discrimination laws, which required numerous revisions to the County's Equal Employment Opportunity (EEO) Harassment/Discrimination Policy. Most recently, the Board of Supervisors adopted additional amendments to the Policy on August 23, 2016. Because of the most recent changes and in an effort to reduce redundancy, the Director of Human Resources is proposing the Civil Service Rules be amended as identified in the attachment. Described below is the rationale for the proposed changes:

Section 1.03 Non-Discrimination: By referencing the County's EEO Harassment/Discrimination Policy, which lists the protected categories (e.g., race, gender, military status, etc.), and is reviewed annually in accordance with the Board of Supervisors' Policy, ensures consistency between the Civil Service Rules and County's EEO Policy and helps prevent delays in getting both documents updated. Furthermore, the changes clarify that only those employees and applicants covered under civil service, who have adverse action taken against them which is based on discrimination, shall have the right to file a complaint.

Section 1.031 Procedures for Filing a Complaint of Alleged Discrimination: To provide clear and concise procedures for filing a complaint, the proposed changes list all options how covered employees and applicants may file a complaint at any level and that a complainant may not file at two or more levels simultaneously. Furthermore, to comply with new California Code of Regulations, verbiage on confidentiality and information on outside agencies-the United States of Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing-are included.

Sections 1.032 Filing of Complaint/Department Level and 1.033 Request for Conciliation/Affirmative Action Officer: The option of filing a complaint at the department level or with the Affirmative Action Officer is incorporated in Section 1.031. It removes the verbiage of subsequent filing of complaint upon completion of an investigation.

Section 1.03 Civil Service Commission Hearing (Final Administrative Review Level): The proposed changes clarifies that complaint must be filed within 30 calendar days of the alleged discrimination action, or the date the employee/applicant should have first become aware of the violation. It removes verbiage of subsequent filing of complaint upon completion of an investigation either by the Affirmative Action Officer (known as the EEO Officer) or by the Department Head.

Section 1.035 Complainants Who are Applicants: This section has been deleted, since employees and applicants shall have the same options in which to file a complaint.

Section 1.036 General Conditions: Verbiage is added to reduce redundant efforts by prohibiting simultaneous filing of complaints at two or more levels outlined in the County's EEO Harassment/Discrimination Policy, only to enter one the processes outlined in the Civil Service Rule section 1.031. Furthermore, it precludes subsequent filing of a complaint after an investigation has been completed or after the conclusion of the grievance process in accordance with the provisions of the Memorandum of Understanding.

Section II. Definitions: Dated verbiage and definitions have been updated, and new terms (e.g., interns and volunteers) have been added with definitions.

Attached are copies of the proposed amended Civil Services Rules, showing the amended text ("add/delete version") and a final proposed version.

ALTERNATIVES:

The Civil Service Commission could elect not to approve the proposed amended Civil Services Rules; however, the Director of Human Resources does not recommend this, as the changes are beneficial and streamline the filing and complaint process.

OTHER AGENCY INVOLVEMENT:

The County provided a copy of the proposed rule changes to all employee organizations, and provided an opportunity to meet-and-confer for bargaining units representing classes covered by the Solano County Civil Service. None of the employee organizations requested to meet-and-confer. Further, all Department Heads and the County Counsel's Office had an opportunity to provide feedback into the proposed rule revisions.

1.03 Non-Discrimination

No person shall be discriminated against because of a protected classification, as defined in the County's Equal Employment Opportunity (EEO) Harassment/Discrimination Policy ~~age, race, color, national origin, ancestry, religious belief or affiliation, political belief or affiliation, medical condition (cancer), physical or mental disability, sex, sexual orientation or marital status. The Civil Service Commission may provide for age limits for persons competing in examinations for classes involving public health or safety or having the powers and duties of a police officer. Positions reasonably requiring the services of a particular sex and fulfill the legal requirements of a bona fide occupational qualification (BFOQ) shall be reserved to that sex only.~~ Employees of the County covered under civil service, including those who are serving their initial probationary period with the County, and ~~those categorized as "Limited Term" or "Extra Help",~~ former County employees covered under civil service who separated from the County because of dismissal, lay-off or resignation, or those who have applied for employment positions with the County, shall have the right to appeal any action taken which adversely affects them and is based upon such alleged discrimination. (Revised 6/8/94)

1.031 Procedures for Filing a Complaint of Alleged Discrimination

- A. Applicants for employment who are covered under civil service, who elect to register a complaint of discrimination shall contact the Director of Human Resources, or his/her designee, or the EEO Officer to request a review of the matter. The Director of Human Resources' designee or the EEO Officer shall forward a copy of the complaint to the Director of Human Resources. The request to file a complaint must be made within 30 calendar days following the date of the alleged discriminatory action or the date the complainant should have first become aware of the alleged violation.
- B. A complainant who believes he or she has been discriminated may enter the process at any level, options 1 to 6 below, to file a complaint provided, however, that a complainant may not file at two or more levels simultaneously.
1. Immediate supervisor;
 2. Any supervisor or manager within or outside the department; or
 3. Department Head; or
 4. Director of Human Resources, or his/her designee; or
 5. Equal Employment Opportunity (EEO) Officer; or
 6. The Civil Service Commission, with the exception of harassment complaints which do not affect a tangible job benefit.

~~A. Any aggrieved person who is a current or former County employee, and who~~

~~elects to register a complaint of alleged discrimination may:~~

- ~~1. File an informal or formal complaint at the departmental level or~~
- ~~2. Request conciliation through the Affirmative Action Officer or~~
- ~~3. File a request for a hearing before the Civil Service Commission; with the exception of harassment complaints which do not affect a tangible job benefit.~~

~~An aggrieved person may enter the process at any of the three levels, but may not file at two or more levels simultaneously or attempt to go to a lower level.~~

~~C. To file a formal complaint at the departmental level, to request conciliation through the Affirmative Action Officer or to request a hearing by the Civil Service Commission, a written complaint must be submitted. This must be done within thirty (30) calendar days following the date the alleged discriminatory activity occurred, or within thirty (30) calendar days after the day the person became aware of it or within ten (10) calendar days of informal discussion with the appropriate departmental Affirmative Action Representative.~~

C. The complaint shall be written on forms provided by the County Affirmative Action Officer, and shall include but not be limited to:

1. The name, address, and telephone number ~~occupation~~ of the complainant.
2. The basis of the alleged discrimination based on the protected classification (e.g., race, color, religion, national origin, etc.).
3. The name(s) of any persons thought to be responsible for the discrimination. A specific designation of the person(s) or action(s) causing the alleged discrimination.
- ~~3.~~ 4. A clear and complete description of the specific practice(s), procedure(s), or incident(s) act(s) or omission(s) which are alleged to be discriminatory that has occurred.
- ~~4.~~ 5. A clear and complete statement of the remedy relief or corrective action being sought as a result of the complaint.
- ~~5.~~ 6. The complainant may provide his/her own representative, beginning with this step of the complaint process, by indicating the name, address, and occupation of the representative, if any.

~~C.D.~~ D. A copy of the written complaint shall be provided to the respondent's department head, unless the respondent is the department head. ~~and the named respondent employee(s).~~ ~~The respondent department head and the named respondent~~

~~employee(s) shall be given ten (10) calendar days to respond, in writing, to the allegations contained in the complaint.~~

- ~~E. Every possible effort will be made to assure the confidentiality of complaints. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take an effective remedial action. As a result, confidentiality will be maintained to the extent possible.~~
- ~~F. Nothing in this procedure shall restrict the right of the complainant to file directly with the U.S. Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing, the agencies responsible for the enforcement of antidiscrimination legislation. It is the complainant's responsibility to contact these agencies for filing requirements and deadlines.~~

~~1.032 Filing of Complaint/Departmental Level~~

~~A. Informal Process~~

- ~~1. If a complainant wishes to file a complaint at the departmental level, he/she should first request an informal discussion of the matter with the departmental Affirmative Action Representative of the department from which the complaint originated, or may submit a written complaint to the departmental Affirmative Action Representative. This must be done within thirty (30) calendar days following the date the alleged discriminatory activity occurred, or within thirty (30) calendar days after the date the complainant became aware of it.~~
- ~~2. The departmental Affirmative Action Representative shall hear the complaint; explain the aggrieved person's rights and responsibilities; and complete whatever inquiry may be necessary to resolve the matter for the complainant. The name of the aggrieved person shall remain confidential unless he/she waives confidentiality in writing. Any inquiry at this stage will be necessarily limited by the constraints of confidentiality if confidentiality is not waived.~~
- ~~3. The departmental Affirmative Action Representative shall, within ten (10) calendar days from the first contact with the aggrieved person, attempt to resolve the matter.~~

~~B. Formal Process~~

- ~~1. If the employee is not satisfied with the informal resolution process or elects to go directly through the formal process, the employee may file a written formal complaint with the appointing authority through the departmental Affirmative Action Representative of the department from which the complaint originated within five (5) calendar days of the final attempt to resolve the matter informally or within thirty (30) calendar days~~

~~following the date the alleged discriminatory activity occurred, or within thirty (30) calendar days after the date the complainant became aware of it. Copies of the written formal complaint shall also be sent to the Director of Human Resources and the Affirmative Action Officer.~~

- ~~2. The appointing authority with the assistance of the Affirmative Action Representative shall make whatever investigation he/she deems necessary to allow fair consideration of the situation and shall present a written reply to the employee within fifteen (15) calendar days. The response shall include a statement informing the complainant of the opportunity to request conciliation through the Affirmative Action Officer or to request a hearing before the Civil Service Commission through the Director of Human Resources. The written reply shall be hand delivered or mailed to the complainant with copies to the Director of Human Resources and the Affirmative Action Officer.~~

1.033 Request for Conciliation/Affirmative Action Officer

- ~~A. A complainant who is not satisfied with the appointing authority's final disposition, may appeal the disposition by submitting the written complaint to the Affirmative Action Officer, within ten (10) calendar days of receipt of the appointing authority's final disposition. An employee may also choose to go directly to the conciliation process without filing a complaint with the departmental appointing authority. The complaint must be in writing and within the thirty (30) calendar day timeframe as described under Section 1.031 B. The Affirmative Action Officer shall have the option of waiving the timeframes to reasonably reflect the statutes of limitation provided in state and federal equal employment laws.~~
- ~~B. This request for conciliation by the Affirmation Action Officer shall be deemed to be a waiver of any further right to confidentiality and shall be waived in writing on complaint forms provided.~~
- ~~C. The Affirmative Action Officer, or designated representative, may conduct whatever investigation deemed necessary. The investigation shall be completed within twenty (20) calendar days from the date the complaint was received by the Affirmative Action Officer. The findings resulting from the investigation are solely for the purposes of conciliation.~~
- ~~D. Following investigation of the complaint by the Affirmative Action Office, the Affirmative Action Officer will attempt to conciliate the complaint between the employee and the appointing authority, or the appropriate designee. The conciliation effort will take place within ten (10) calendar days of completion of the investigation.~~
- ~~E. Within forty five (45) calendar days of the receipt of the complaint by the Affirmative Action Office, the Affirmative Action Officer will issue a letter to the~~

~~complainant with copies to the Director of Human Resources and the department head regarding the results of the conciliation process. If conciliation is unsuccessful, the Affirmative Action Officer will indicate in the letter the employee's right to request a hearing before the Civil Service Commission.~~

1.0342 Civil Service Commission Hearing (Final Administrative Review Level)

- A. The complainant may file appeal ~~an~~ alleged discrimination complaint to the County Civil Service Commission by filing a request for a hearing with the Director of Human Resources within 30 calendar days of the date of the alleged discriminatory action, or the date the employee/applicant should have first become aware of the violation. ~~thirty (30) days following the date the alleged discriminatory activity occurred, or within (30) calendar days after the person became aware of it or within ten (10) days of discussing the matter with the departmental Affirmative Action Representative or within ten (10) calendar days of receiving a response from the appointing authority or within ten (10) calendar days of the issuance of the Affirmative Action Officer's letter regarding results of conciliation.~~
- B. Hearing by the Civil Service Commission
1. Within thirty (30) calendar days of the receipt of the request for a hearing, the Civil Service Commission shall schedule a hearing.
 2. The hearing shall be conducted in conformance with Section XIII of these rules.
 3. The Civil Service Commission shall take all evidence and testimony into account prior to rendering a final disposition regarding the complaint. The Civil Service Commission shall then render a final disposition within ten (10) calendar days.
- C. **Hearing by a Hearing Officer**
1. In the alternative, if the Civil Service Commission determines it would be appropriate, it may delegate hearing responsibilities to a hearing officer appointed by the Civil Service Commission.
 2. A hearing officer selected by the Commission shall meet the following minimum qualifications:
 - a. Shall be approved by the American Arbitration Association for employment law matters; or
 - b. Shall be an attorney with at least (five) 5 years practice in the State of California with an emphasis in employment law.

3. The hearing officer will conduct a hearing in accordance with Section XIII of these rules.
4. The hearing officer shall prepare a recommended decision and forward it to the Civil Service Commission no later than thirty (30) days after the matter was taken under submission by the hearing officer. The recommended decision shall set forth whether the charges of discrimination are substantiated and the reasons therefore.
5. After receiving the recommendation of the hearing officer and reviewing the written record, the Civil Service Commission may reject or modify the recommendation of the hearing officer. The Civil Service Commission shall render a final written disposition within ten (10) calendar days after taking the recommendation under consideration.

1.035 Complainants Who Are Applicants

~~A. Applicants for employment who elect to register a complaint of discrimination shall contact the Affirmative Action Officer or his/her designated representative to request a review of the matter. The Affirmative Action Officer shall forward a copy to the Director of Human Resources. This request must be made within thirty (30) calendar days following the date the alleged discriminatory activity occurred, or within thirty (30) calendar days after the date the person became aware of it.~~

~~The request shall be in writing and shall include, but not be limited to:~~

- ~~1. The name, address, occupation of the complainant.~~
- ~~2. A specific designation of the person(s) or action(s) causing the alleged discrimination.~~
- ~~3. A clear and complete description of the specific act(s) or omission(s) which are alleged to be discriminatory.~~
- ~~4. A clear and complete statement of the relief or corrective action being sought.~~
- ~~5. The complainant may provide his/her own representative, beginning with this step in the complaint process, by indicating the name, address, and occupation of the representative.~~

~~The filing of a complaint shall be deemed to be a waiver of any further right to confidentiality.~~

~~B. The County Affirmative Action Officer or designated representative shall, within twenty (20) calendar days, forward a written recommended disposition to the~~

~~Director of Human Resources with a copy to the respondent.~~

~~C. The Director of Human Resources shall, within fifteen (15) calendar days of receipt of the report of findings by the Affirmative Action Officer, make a final disposition of the complaint, and hand deliver or mail such disposition to the complainant. The final disposition shall be delivered or mailed within, but not later than, sixty (60) calendar days after the date the complaint was received by the Affirmative Action Officer.~~

1.0363 General Conditions

A. Failure to Act

If the finding or resolution of a complaint at any step of the procedure is not appealed within the prescribed time, said complaint shall be considered settled on the basis of the last answer provided, and there shall be no further review or appeal.

B. Extension and Curtailment of Time Limits

Any of the time limits set forth may be modified by mutual written agreement between the complainant and the appropriate representatives of the County.

C. Written Records of Complaints

All documents, communications, and records dealing with the processing of a complaint shall be filed in a separate complaint file, and shall not become a part of the ~~personal~~ **personnel** history file of any County employee.

D. Freedom from ~~Reprisal~~ Retaliation

An employee or applicant filing a complaint in conformity with this policy shall have freedom from ~~reprisal~~ **retaliation**.

E. County Time

Necessary and reasonable County time for County employees processing a complaint shall be authorized.

F. Valid Appointments

Valid appointments from an eligible list shall not be affected by any subsequent action by the Commission, appointing authority, or Director of Human Resources.

G. Concurrent and Subsequent Filing

Complaints filed and processed through this procedure shall not be filed or

processed through any other existing procedure contained within these or other rules, regulations, resolutions, ordinances or Memoranda of Understanding. However, filing of a complaint with state or federal agencies ~~shall not~~ may terminate the process provided for in these rules, but the ~~Affirmative Action~~ EEO Officer shall communicate regarding the complaint with the representative of the appropriate agency rather than the employee.

A complainant may enter the filing process of any options as outlined in the County's EEO Harassment/Discrimination Policy, but may not file at two or more levels simultaneously and may only enter one of the processes outlined in Section 1.031 or the options outlined in the County's EEO Harassment/Discrimination Policy. Furthermore, a complainant who has filed a grievance in accordance with the provisions of the Memorandum of Understanding shall be precluded from filing a complaint to the Civil Service Commission.

SECTION II

DEFINITIONS

The words and terms used in these rules shall have the meaning indicated as follows unless the context clearly indicates otherwise:

2.01 Aggrieved Person Complainant:

A person, who is a current or former An employee in a Civil Service position, or an applicant for employment covered under Civil Service, who alleges discrimination on the basis of protected classification with age, race, color, national origin, ancestry, religious belief or affiliation, political belief or affiliation, medical conditions, handicap, sex or marital status in regard to recruitment, appointment, training, promotion, retention, discipline or other aspect of employment, and has filed a discrimination complaint. (Rev. 5/77)

2.02 Allocation:

The assignment of a single position to its proper class in accordance with the duties performed, and the authority and responsibility exercised.

2.03 Applicant:

A person who, according to the rules, has made written application for employment. This does not include so-called interest or registration cards.

2.04 Appointing Authority:

The Board, Commissions, person or groups of persons having lawful authority to appoint or to remove persons from positions in the county service, or persons designated by such appointing authority to perform those duties which legally may be delegated.

2.05 Appointment:

The offer to and acceptance by a person of a position in the County service in accordance with the provisions of the Personnel and Salary Resolution and these rules. (Revised 9/30/14)

2.06 Board:

The Board of Supervisors of Solano County

2.07 Certification:

The submission of names of eligibles from an employment list to an appointing authority by the ~~Personnel~~ Director of Human Resources.

2.08 Class:

A position or group of positions established under these rules sufficiently similar in respect to the duties, responsibilities and authority thereof, that the same descriptive title may be used to designate each position allocated to the class, that the same requirements as to education, experience, capacity, knowledge, efficiency, ability and other qualifications should be required of the incumbents, that the same tests of fitness may be used to choose qualified employees and that the same schedule of compensation can be made to apply with equity.

2.09 Classification Plan:

The arrangements of positions into the classes together with specifications describing each class.

2.10 Commission:

Shall mean the Civil Service Commission of the County of Solano.

~~2.11 Complaint:~~

~~An aggrieved person who has filed a formal complaint of discrimination (Rev. 5/77)~~

2.12 Coordinator Equal Employment Opportunity (EEO) Officer:

The County Equal Employment Opportunity (EEO) Officer is Affirmative Action Coordinator as designated by the Director of Personnel Human Resources. (Rev. 5/77)

2.13 County:

Shall mean the County of Solano and special districts governed by the Board of Supervisors.

2.14 Demotion:

The movement of an employee from one class to another class having a lower maximum rate of pay, excluding reclassification.

2.15 Departmental ~~Affirmative Action~~ Equal Employment Opportunity (EEO) Representative:

An employee assigned to a County department trained in equal employment opportunity procedures ~~and counseling techniques~~ and officially designated by the appointing authority to receive complaints ~~provide informal counseling~~ on matters pertaining to discrimination. (Rev. 5/77)

2.16 Director:

The Director of ~~Personnel~~ Human Resources of the County of Solano. (Rev. 5/77)

2.17 Discrimination:

Refers to any act which constitutes different, non-job-related treatment in regard to recruitment, appointment, training, promotion, retention, discipline, or other aspects of employment because of a protected classification as defined by the County's Equal Employment Opportunity (EEO) Harassment/Discrimination Policy. ~~age, race, color, national origin, ancestry, religious belief or affiliation, political belief or affiliation, medical condition, handicap, sex or marital status.~~ (Rev. 5/77)

2.18 Dismissal:

An involuntary separation of an employee from County service by an appointing authority for disciplinary.

2.19 Eligible:

A person who has successfully passed all publicly announced competition (including examinations) for a class and whose name is placed on an employment list or maintained in an eligible list.

2.20 Employee:

Means a person who is legally an incumbent of a position in the non-exempt or exempt service, or who is on an authorized leave of absence; any elected official or his exempt appointees; any regular employee who temporarily accepts appointment to an exempt position in the County service.

2.21 Employee Representative:

An individual designated in writing by a complainant as a lawful spokesperson having full and complete authority to effect final resolution of all issues on behalf of the complainant except at the informal inquiry stage in the discrimination complaint procedure. (Revised 5/77)

2.22 Employment List:

A list in rank order of those qualified for employment in a class. There are three types of employment lists: re-employment, promotional and open.

2.23 Examination:

A. **Assembled Examination:** A test or tests conducted at a specified time and place at which applicants are required to appear for competitive examination under the

supervision of an examiner.

- B. **Unassembled Examinations:** A test or tests consisting of an appraisal of training, experience, work history, or any other means of evaluating the relative qualifications of applicants.
- C. **Open Competitive Examination:** An examination in which both employees and the general public may compete, provided all competitors meet the announced requirements.
- D. **Promotional Examination:** An examination in which regular employees may compete, provided they meet the announced requirements. Competition may be departmental or County-wide.

2.24 Exempt Positions:

Positions to which appointment may be made directly. Incumbents serve at the pleasure of the appointing authority.

2.25 Extra Help Employee:

A person who is employed for the purpose of relieving or augmenting regular staff in the accomplishment of work. Extra help employees shall not be used to circumvent filling of regularly allocated positions except on a temporary basis and cannot work more than 999 hours in a fiscal year. Extra help employees shall be excluded from civil service and shall not have the property rights to regular or continued employment. Time spent in such an appointment shall not constitute a part of the probationary period.
(Revised 11/08/95)

2.27 Formal Complaint:

A written complaint by ~~an aggrieved person~~ **a complainant** which states clearly the basis for an allegation of discrimination, its cause or result and the relief sought. (Revised 5/77)

2.28 Grievance:

An issue raised by an employee relating to his employment status, rights, benefits or conditions of employment.

2.29 Handicapped Disabled Individual:

Any person who (a) has a physical or mental ~~impairment~~ **disability** which ~~substantially~~ limits one or more of such person's major life activities; (b) has a record of such impairment; or (c) is regarded as having such an impairment. (Revised 1/14/81)

2.290 Interested Eligible:

Any candidate currently available and interested in appointment to a position for which they have been certified. (Revised 6/11/80; to be effective 8/14/80)

2.XX Intern (Unpaid or Paid)

Any individual (often a student or a trainee) who works with or without pay for the County for a limited duration to provide work experience. Interns (unpaid or paid) shall be excluded from civil service and shall not have the property rights to regular or continued employment. Time spent in such an appointment shall not constitute a part of the probationary period.

2.30 Layoff:

Termination of service without fault on the part of the employee, because of lack of work, lack of funds, or other problems unrelated to the employee's job performance.

2.31 Limited Term Position - Regular:

A position established on a full-time or part-time basis, but with an understood termination date. Position allocated as limited term-regular shall accrue all benefits of the class including seniority under Section 7.11 of Civil Service Rules. (Revised 2/11/87; 9/30/14)

2.31.1 Limited Term Position - Project:

A position established only for the duration of a specific project. The incumbent employee does not accrue seniority nor have bumping rights under Section 7.11 of Civil Service Rules. The employee terminates at the predetermined end of the project. Project employees shall be entitled to same benefits as limited term regular. (Revised 2/11/87, 9/30/14)

2.32 Medical Conditions:

Any health impairment related to, or associated with a diagnosis of cancer or record/history of cancer, or a genetic characteristic, ~~for which a person has been rehabilitated or cured, based on competent medical advice.~~
(Revised 5/77)

2.33 Personnel and Salary Ordinance:

The Personnel and Salary Ordinance prescribes the conditions of employment, benefits, and salary plan administration for all officers, employees and other persons employed by the County of Solano.

2.34 Position:

A group of current duties and responsibilities assigned by competent authority requiring

the full-time or part-time employment of one person.

2.35 Probationary Employee:

An employee who is serving a probation period and is employed in either a regular full-time or regular part-time or regular part-time intermittent position. (Revised 11/08/95)

2.36 Promotion:

The movement of an employee from one class to another class having a higher maximum rate of pay.

2.37 Promotional List:

A list of names of County employees who have passed a promotional examination for a class in the classified service and ranked in the order of score earned.

2.38 Provisional Appointment:

An appointment made in the absence of an appropriate employment list as provided for in these rules. Only the Personnel Director may authorize a provisional appointment. An appointment in this status is limited to 60 days, (30 days after June 30, 1968) after the establishment of a new eligible list or a maximum of 6 months, whichever shall occur sooner.

2.39 Provisional Employee:

An employee holding a position under provisional appointment, pending a competitive examination for the class.

2.40 Rank:

A score obtained by one or more individuals on an eligible list.

2.41 Reclassification:

A change in allocation of an individual position by raising it to a higher class, reducing it to a lower class, or moving it to another class at the same level on the basis of substantial changes in the kind, difficulty, and/or responsibility of duties performed in such position.

2.42 Regular Employee:

An employee who is not on probation and is employed in either a regular full-time or regular part-time position.

2.43 Regular Full-Time Position:

A position established on a permanent year around basis requiring work on a regular schedule of at least 40 hours per week.

2.44 Regular Part-Time Position:

A position established on a permanent year around basis requiring work on a regular schedule of less than 40 hours per week.

2.45 Regular Part-Time Intermittent Employee:

An employee who is not on probation and is employed in a regular part-time intermittent position. (Established 11/08/95)

2.46 Regular Part-Time Intermittent Position:

A position established on a permanent year round basis requiring work on an on-call or irregular basis averaging 20 or more per week, but less than 40 hours per week or 80 hours a pay period. Employees who fill these positions augment regular staff when there is a need to maintain adequate work coverage. Non-salary related benefits would be based upon allocation of the position. (Established 11/08/95)

2.47 Reinstatement:

The reappointment of a former employee within one year after separation.

2.48 Reprimand:

A statement to an employee by an appointing authority for disciplinary purposes. A reprimand is formal if it is in writing and filed with the Personnel Director.

2.49 Requested Resignation:

A resignation requested by an appointing authority.

2.50 Resignation:

The voluntary action of an employee which separates him from his position. Once submitted to an appointing authority, a resignation may not be withdrawn without the concurrence of the appointing authority. (Unless it was given be reason of fraud, undue influence or pressure.)

2.XX Respondent:

An individual or department whom a claim of discrimination is made against.

2.51 Separation:

Any termination of employment. Termination may include death, discharge, layoff, resignation, retirement or work completion

2.52 Series:

Means two or more classes of positions with duties substantially similar in nature and character, but differing in level of difficulty, responsibility, and perhaps supervisor.

2.53 Suspension:

An involuntary absence without pay imposed by an appointing authority for disciplinary purposes.

2.54 Transfer:

This term may have either of two meanings:

- A. The movement of an employee from one department to another, and maintaining the employee's same classification. (Revised 11/12/80)
- B. The movement of an employee from a position in one classification to a position in another, comparable classification. (Revised 11/12/80)

2.55 Types of Service:

Service refers to the number of hours an employee works and to the regularity with which he works. Service does not refer to an employee's employment status - i.e., permanent, probationary, provisional.

There are four basic types of service:

- A. **Regular full-time:** A regular full-time employee works the normal number of working hours as defined in the Personnel and Salary Ordinance.
- B. **Regular part-time:** A regular part-time employee works a fraction of the work month, but normally follows a predetermined fixed pattern of working hours.
- C. **Extra Help:** An extra help employee may work a normal work day or a fraction thereof, but such work is done at department peak load periods or under urgent conditions which last a limited period of time and may not have a set pattern.
- D. **Limited Term:** A limited term employee works on a full-time basis but with an understood termination date.

2.56 Types of Status

There are three types of status. They are acquired as follows:

- A. **Permanent:** Acquired by an employee who has been lawfully retained in his position after the completion of the probationary period as provided in the Personnel and Salary Ordinance.
- B. **Probationary:** Acquired by an employee who has been certified and appointed, but who has not completed the probationary period as provided in the Personnel and Salary Ordinance.
- C. **Provisional:** Acquired by an employee who possesses the minimum qualifications established for the class and who has been appointed to fill a position for which no eligibles are available.

2.57 Waiver:

Waiver means the voluntary relinquishment by a candidate of his standing on an employment register for one or more certifications, or for a specified or unspecified period of time.

2.58 Veteran:

Any person who has served at least 181 consecutive days of active duty in the armed forces of the United States, who has received an honorable discharge or a general discharge under honorable conditions. (Approved 5/20/87)

2.59 Disabled Veteran:

Any veteran as defined herein who has a service connected disability rated at not less than 30 percent by an authorized agency of the United States government. (Approved 5/20/87)

2.XX Volunteers

Any individuals who do not receive any wage and are working within County Departments to perform specific volunteer assignments as designated by the Department. The use of volunteers within the County Departments is not intended to displace existing County employees. Volunteers shall be excluded from civil service and shall not have the property rights to regular or continued employment. Time spent in such an appointment shall not constitute a part of the probationary period.

SECTION IV

RECRUITMENT AND APPLICATIONS

(Revised 1/8/97)

4.01 Advertising of Examinations

Public announcement of all open competitive examinations shall be posted in the office of the Human Resources Department for at least 5 working days. Announcements may be posted elsewhere, copies mailed to interested applicants, or other forms of public notice may be used to attract qualified applicants.

Announcements shall include:

- A. The class title
- B. The compensation for the classification
- C. A statement of duties and responsibilities
- D. The time and last date on which applications may be filed
- E. The location where completed applications must be returned
- F. The qualification guidelines for the class
- G. A statement explaining the examination/selection process
- H. The notice that a minimum exam score of 70% is required to pass
- I. Such other information as will help applicants understand the nature of the employment and the procedure for participating in the examination.

4.02 Method of Recruitment

The Director of Human Resources shall determine the recruiting plan that in his/her judgment will result in the most successful recruitment possible within practical limitations of budget, time, and needs of the County departments.

4.03 Continuous Recruitment

For classifications with high turnover, or classifications that are difficult to fill with qualified candidates, the Director may establish a continuous recruitment process and accept applications for such classes at any time during the year. Applications may be acted upon when received, or when the operating department requests that a position(s) be filled.

4.04 Application Form

Official County application forms shall be provided by the Department of Human Resources and shall be filled out completely and signed by each applicant. Applicants applying for more than one recruitment shall file an application for each.

4.05 Filing Deadline

Applications must be received by the Department of Human Resources not later than 5:00 p.m. of the last day for filing.

4.06 Change of Address

Applicants are responsible for the timely notification in writing to the Department of Human Resources of a change in address.

4.07 General Qualifications

In addition to those otherwise stated, all applicants must possess the following qualifications:

- A. United States Citizenship or status as a legal resident alien eligible for employment under the provisions of the Immigration Reform and Control Act of 1986.
- B. Integrity, honesty, moderate temperament, strong work ethics and ability to perform the essential elements of the position with or without accommodation.

4.08 Oath

Every applicant selected for County employment shall take an oath, or affirmation if his/her religious beliefs do not condone oaths, to uphold the Constitution of the United States and of the State of California.

4.09 Notice of Action on Application/Right of Appeal

All applicants will be notified of the acceptance or rejection of their application. Applicants who fail to meet the qualification guidelines may file their appeal in writing with the Director of Human Resources whose decision shall be final.

- A. Applications found incomplete or deficient must be corrected by the final filing date.
- B. Requirements of minimum qualifications must be satisfied no later than the final filing date.

4.10 Evidence of Qualifications

- A. Applicants for positions which are scientific, professional, or technical, or the duties of which require special qualifications may be required to provide documentary evidence of the required level of education, training and/or experience.
- B. Applicants for positions requiring college graduation may be required to furnish a transcript of their college course work as well as a copy of their diploma.
- C. Whenever college training is allowed to substitute for work experience, such education may be required to be documented with an official transcript indicating successful completion of the necessary course work.
- D. When an applicant is not a high school graduate, but such graduation is a requirement, 15 completed semester units (or the equivalent quarter units) from an accredited college may be accepted in lieu of the high school diploma.

4.11 Applications Not Returned

Applications whether accepted or rejected shall not be returned.

4.12 Applications Confidential

Names of applicants for County positions are confidential information and shall not be made public, unless authorized by the applicant or compelled by legal process.

4.13 Disqualification of Applicants or Candidates

The Director of Human Resources may refuse to examine an applicant or after examination may disqualify a candidate, or remove the name from the eligible list for any of the following reasons: Any person

- A. Who is found to lack any of the requirements or qualifications established for the examination.
- B. Who is physically unfit to perform the duties of the class.
- C. Who is addicted to illegal drugs or the habitual use of alcohol to excess and is not entitled to the protections of the Americans with Disabilities Act.
- D. Who presents evidence of immoral, infamous, or disgraceful conduct.
- E. Who has been convicted of or pled nolo contendere to a felony or misdemeanor if the Director determines that there is a rational relationship between the felony or misdemeanor and the position for which application is made. In making the

determination, the Director shall consider the duties and responsibilities of the position, the nature of the felony or misdemeanor, the length of time since the conviction/plea, and the circumstances surrounding the conviction/plea and the individual's subsequent record. In the case of an applicant or eligible for peace officer as defined in Government Code Section 830 et seq., a felony conviction shall automatically disqualify the individual.

- F. Who has been discharged from the Armed Forces under conditions other than honorable.
- G. Who has submitted a false, incomplete, misleading or late application.
- H. Who has been approved by the Director of Human Resources to be removed for job related reasons upon the written request of the appointment authority.
- I. Who has been previously dismissed from public or private employment or has resigned to avoid such dismissal for any of the reasons listed in this section.

A disqualified applicant, candidate, or eligible shall be promptly notified of such action. Individuals electing to appeal any phase of the examination or selection process shall file their appeal following the procedure set forth in Section 4.09 or 5.24 of these rules. Persons alleging discrimination may elect to have their complaints processed through the discrimination complaint procedure in accordance with Section 1.03, but shall not file under both sections. (Revised 9/30/14)

4.14 Penalty for Fraud

A County employee who has made a false statement of material fact or has practiced any deception, fraud, or misconduct in connection with his/her application may be subject to disciplinary action up to and including discharge.

1.03 Non-Discrimination

No person shall be discriminated against because of a protected classification, as defined in the County's Equal Employment Opportunity (EEO) Harassment/Discrimination Policy. Employees of the County covered under civil service, including those who are serving their initial probationary period with the County, and former County employees covered under civil service who separated from the County because of dismissal, lay-off or resignation, or those who have applied for employment positions with the County, shall have the right to appeal any action taken which adversely affects them and is based upon such alleged discrimination. (Revised 6/8/94)

1.031 Procedures for Filing a Complaint of Alleged Discrimination

- A.** Applicants for employment who are covered under civil service, who elect to register a complaint of discrimination shall contact the Director of Human Resources, or his/her designee, or the EEO Officer to request a review of the matter. The Director of Human Resources' designee or the EEO Officer shall forward a copy of the complaint to the Director of Human Resources. The request to file a complaint must be made within 30 calendar days following the date of the alleged discriminatory action or the date the complainant should have first become aware of the alleged violation.
- B.** A complainant who believes he or she has been discriminated may enter the process at any level, options 1 to 6 below, to file a complaint provided, however, that a complainant may not file at two or more levels simultaneously.
1. Immediate supervisor;
 2. Any supervisor or manager within or outside the department; or
 3. Department Head; or
 4. Director of Human Resources, or his/her designee; or
 5. Equal Employment Opportunity (EEO) Officer; or
 6. The Civil Service Commission, with the exception of harassment complaints which do not affect a tangible job benefit.
- C.** The complaint shall be written on forms provided by the County, and shall include but not be limited to:
1. The name, address, and telephone number of the complainant.
 2. The basis of the alleged discrimination based on the protected classification (e.g., race, color, religion, national origin, etc.).
 3. The name(s) of any persons thought to be responsible for the discrimination.

4. A clear and complete description of the specific practice(s), procedure(s), or incident(s) which are alleged to be discriminatory that has occurred.
 5. A clear and complete statement of the remedy or corrective action being sought as a result of the complaint.
 6. The complainant may provide his/her own representative, beginning with this step of the complaint process, by indicating the name, address, and occupation of the representative, if any.
- D.** A copy of the written complaint shall be provided to the respondent's department head, unless the respondent is the department head.
- E.** Every possible effort will be made to assure the confidentiality of complaints. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take an effective remedial action. As a result, confidentiality will be maintained to the extent possible.
- F.** Nothing in this procedure shall restrict the right of the complainant to file directly with the U.S. Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing, the agencies responsible for the enforcement of antidiscrimination legislation. It is the complainant's responsibility to contact these agencies for filing requirements and deadlines.

1.032 Civil Service Commission Hearing (Final Administrative Review Level)

- A.** The complainant may file an alleged discrimination complaint to the County Civil Service Commission by filing a request for a hearing with the Director of Human Resources within 30 calendar days of the date of the alleged discriminatory action, or the date the employee/applicant should have first become aware of the violation.
- B.** Hearing by the Civil Service Commission
1. Within thirty (30) calendar days of the receipt of the request for a hearing, the Civil Service Commission shall schedule a hearing.
 2. The hearing shall be conducted in conformance with Section XIII of these rules.
 3. The Civil Service Commission shall take all evidence and testimony into account prior to rendering a final disposition regarding the complaint. The Civil Service Commission shall then render a final disposition within ten (10) calendar days.
- C.** **Hearing by a Hearing Officer**
1. In the alternative, if the Civil Service Commission determines it would be appropriate, it may delegate hearing responsibilities to a hearing officer

appointed by the Civil Service Commission.

2. A hearing officer selected by the Commission shall meet the following minimum qualifications:
 - a. Shall be approved by the American Arbitration Association for employment law matters; or
 - b. Shall be an attorney with at least (five) 5 years practice in the State of California with an emphasis in employment law.
3. The hearing officer will conduct a hearing in accordance with Section XIII of these rules.
4. The hearing officer shall prepare a recommended decision and forward it to the Civil Service Commission no later than thirty (30) days after the matter was taken under submission by the hearing officer. The recommended decision shall set forth whether the charges of discrimination are substantiated and the reasons therefore.
5. After receiving the recommendation of the hearing officer and reviewing the written record, the Civil Service Commission may reject or modify the recommendation of the hearing officer. The Civil Service Commission shall render a final written disposition within ten (10) calendar days after taking the recommendation under consideration.

1.033 General Conditions

A. Failure to Act

If the finding or resolution of a complaint at any step of the procedure is not appealed within the prescribed time, said complaint shall be considered settled on the basis of the last answer provided, and there shall be no further review or appeal.

B. Extension and Curtailment of Time Limits

Any of the time limits set forth may be modified by mutual written agreement between the complainant and the appropriate representatives of the County.

C. Written Records of Complaints

All documents, communications, and records dealing with the processing of a complaint shall be filed in a separate complaint file, and shall not become a part of the personnel history file of any County employee.

D. Freedom from Retaliation

An employee or applicant filing a complaint in conformity with this policy shall

have freedom from retaliation.

E. County Time

Necessary and reasonable County time for County employees processing a complaint shall be authorized.

F. Valid Appointments

Valid appointments from an eligible list shall not be affected by any subsequent action by the Commission, appointing authority, or Director of Human Resources.

G. Concurrent and Subsequent Filing

Complaints filed and processed through this procedure shall not be filed or processed through any other existing procedure contained within these or other rules, regulations, resolutions, ordinances or Memoranda of Understanding. However, filing of a complaint with state or federal agencies may terminate the process provided for in these rules, but the EEO Officer shall communicate regarding the complaint with the representative of the appropriate agency rather than the employee.

A complainant may enter the filing process of any options as outlined in the County's EEO Harassment/Discrimination Policy, but may not file at two or more levels simultaneously and may only enter one of the processes outlined in Section 1.031 or the options outlined in the County's EEO Harassment/Discrimination Policy. Furthermore, a complainant who has filed a grievance in accordance with the provisions of the Memorandum of Understanding shall be precluded from filing a complaint to the Civil Service Commission.

SECTION II

DEFINITIONS

The words and terms used in these rules shall have the meaning indicated as follows unless the context clearly indicates otherwise:

2.01 Allocation:

The assignment of a single position to its proper class in accordance with the duties performed, and the authority and responsibility exercised.

2.02 Applicant:

A person who, according to the rules, has made written application for employment. This does not include so-called interest or registration cards.

2.03 Appointing Authority:

The Board, Commissions, person or groups of persons having lawful authority to appoint or to remove persons from positions in the county service, or persons designated by such appointing authority to perform those duties which legally may be delegated.

2.04 Appointment:

The offer to and acceptance by a person of a position in the County service in accordance with the provisions of the Personnel and Salary Resolution and these rules. (Revised 9/30/14)

2.05 Board:

The Board of Supervisors of Solano County

2.06 Certification:

The submission of names of eligibles from an employment list to an appointing authority by the Director of Human Resources.

2.07 Class:

A position or group of positions established under these rules sufficiently similar in respect to the duties, responsibilities and authority thereof, that the same descriptive title may be used to designate each position allocated to the class, that the same requirements as to education, experience, capacity, knowledge, efficiency, ability and other qualifications should be required of the incumbents, that the same tests of fitness may be used to choose qualified employees and that the same schedule of compensation can be made to apply with equity.

2.08 Classification Plan:

The arrangements of positions into the classes together with specifications describing each class.

2.09 Commission:

Shall mean the Civil Service Commission of the County of Solano.

2.10 Complainant:

A person, who is a current or former employee in a Civil Service position, or an applicant for employment covered under Civil Service, who alleges discrimination on the basis of protected classification with regard to recruitment, appointment, training, promotion, retention, discipline or other aspect of employment, and has filed a discrimination complaint. (Rev. 5/77)

2.11 County:

Shall mean the County of Solano and special districts governed by the Board of Supervisors.

2.12 Demotion:

The movement of an employee from one class to another class having a lower maximum rate of pay, excluding reclassification.

2.13 Departmental Equal Employment Opportunity (EEO) Representative:

An employee assigned to a County department trained in equal employment opportunity procedures and officially designated by the appointing authority to receive complaints on matters pertaining to discrimination. (Rev. 5/77)

2.14 Director:

The Director of Human Resources of the County of Solano. (Rev. 5/77)

2.15 Disabled Individual:

Any person who (a) has a physical or mental disability which limits one or more of such person's major life activities; (b) has a record of such impairment; or (c) is regarded as having such an impairment. (Revised 1/14/81)

2.16 Disabled Veteran:

Any veteran as defined herein who has a service connected disability rated at not less than 30 percent by an authorized agency of the United States government. (Approved 5/20/87)

2.17 Discrimination:

Refers to any act which constitutes different, non-job-related treatment in regard to recruitment, appointment, training, promotion, retention, discipline, or other aspects of employment because of a protected classification as defined by the County's Equal Employment Opportunity (EEO) Harassment/Discrimination Policy. (Rev. 5/77)

2.18 Dismissal:

An involuntary separation of an employee from County service by an appointing authority for disciplinary.

2.19 Eligible:

A person who has successfully passed all publicly announced competition (including examinations) for a class and whose name is placed on an employment list or maintained in an eligible list.

2.20 Employee:

Means a person who is legally an incumbent of a position in the non-exempt or exempt service, or who is on an authorized leave of absence; any elected official or his exempt appointees; any regular employee who temporarily accepts appointment to an exempt position in the County service.

2.21 Employee Representative:

An individual designated in writing by a complainant as a lawful spokesperson having full and complete authority to effect final resolution of all issues on behalf of the complainant except at the informal inquiry stage in the discrimination complaint procedure. (Revised 5/77)

2.22 Employment List:

A list in rank order of those qualified for employment in a class. There are three types of employment lists: re-employment, promotional and open.

2.23 Equal Employment Opportunity (EEO) Officer:

The County Equal Employment Opportunity (EEO) Officer is designated by the Director of Human Resources. (Rev. 5/77)

2.24 Examination:

- A. **Assembled Examination:** A test or tests conducted at a specified time and place at which applicants are required to appear for competitive examination under the supervision of an examiner.
- B. **Unassembled Examinations:** A test or tests consisting of an appraisal of training,

experience, work history, or any other means of evaluating the relative qualifications of applicants.

- C. **Open Competitive Examination:** An examination in which both employees and the general public may compete, provided all competitors meet the announced requirements.
- D. **Promotional Examination:** An examination in which regular employees may compete, provided they meet the announced requirements. Competition may be departmental or County-wide.

2.25 Exempt Positions:

Positions to which appointment may be made directly. Incumbents serve at the pleasure of the appointing authority.

2.26 Extra Help Employee:

A person who is employed for the purpose of relieving or augmenting regular staff in the accomplishment of work. Extra help employees shall not be used to circumvent filling of regularly allocated positions except on a temporary basis and cannot work more than 999 hours in a fiscal year. Extra help employees shall be excluded from civil service and shall not have the property rights to regular or continued employment. Time spent in such an appointment shall not constitute a part of the probationary period.

(Revised 11/08/95)

2.27 Formal Complaint:

A written complaint by a complainant which states clearly the basis for an allegation of discrimination, its cause or result and the relief sought. (Revised 5/77)

2.28 Grievance:

An issue raised by an employee relating to his employment status, rights, benefits or conditions of employment.

2.29 Interested Eligible:

Any candidate currently available and interested in appointment to a position for which they have been certified. (Revised 6/11/80; to be effective 8/14/80)

2.30 Intern (Unpaid or Paid):

Any individual (often a student or a trainee) who works with or without pay for the County for a limited duration to provide work experience. Interns (unpaid or paid) shall be excluded from civil service and shall not have the property rights to regular or continued employment. Time spent in such an appointment shall not constitute a part of the probationary period.

2.31 Layoff:

Termination of service without fault on the part of the employee, because of lack of work, lack of funds, or other problems unrelated to the employee's job performance.

2.32.0 Limited Term Position - Regular:

A position established on a full-time or part-time basis, but with an understood termination date. Position allocated as limited term-regular shall accrue all benefits of the class including seniority under Section 7.11 of Civil Service Rules. (Revised 2/11/87; 9/30/14)

2.32.1 Limited Term Position - Project:

A position established only for the duration of a specific project. The incumbent employee does not accrue seniority nor have bumping rights under Section 7.11 of Civil Service Rules. The employee terminates at the predetermined end of the project. Project employees shall be entitled to same benefits as limited term regular. (Revised 2/11/87, 9/30/14)

2.33 Medical Conditions:

Any health impairment related to, or associated with a diagnosis of cancer or record/history of cancer, or a genetic characteristic. (Revised 5/77)

2.34 Personnel and Salary Ordinance:

The Personnel and Salary Ordinance prescribes the conditions of employment, benefits, and salary plan administration for all officers, employees and other persons employed by the County of Solano.

2.35 Position:

A group of current duties and responsibilities assigned by competent authority requiring the full-time or part-time employment of one person.

2.36 Probationary Employee:

An employee who is serving a probation period and is employed in either a regular full-time or regular part-time or regular part-time intermittent position. (Revised 11/08/95)

2.37 Promotion:

The movement of an employee from one class to another class having a higher maximum rate of pay.

2.38 Promotional List:

A list of names of County employees who have passed a promotional examination for a

class in the classified service and ranked in the order of score earned.

2.39 Provisional Appointment:

An appointment made in the absence of an appropriate employment list as provided for in these rules. Only the Personnel Director may authorize a provisional appointment. An appointment in this status is limited to 60 days, (30 days after June 30, 1968) after the establishment of a new eligible list or a maximum of 6 months, whichever shall occur sooner.

2.40 Provisional Employee:

An employee holding a position under provisional appointment, pending a competitive examination for the class.

2.41 Rank:

A score obtained by one or more individuals on an eligible list.

2.42 Reclassification:

A change in allocation of an individual position by raising it to a higher class, reducing it to a lower class, or moving it to another class at the same level on the basis of substantial changes in the kind, difficulty, and/or responsibility of duties performed in such position.

2.43 Regular Employee:

An employee who is not on probation and is employed in either a regular full-time or regular part-time position.

2.44 Regular Full-Time Position:

A position established on a permanent year around basis requiring work on a regular schedule of at least 40 hours per week.

2.45 Regular Part-Time Position:

A position established on a permanent year around basis requiring work on a regular schedule of less than 40 hours per week.

2.46 Regular Part-Time Intermittent Employee:

An employee who is not on probation and is employed in a regular part-time intermittent position. (Established 11/08/95)

2.47 Regular Part-Time Intermittent Position:

A position established on a permanent year round basis requiring work on an on-call or irregular basis averaging 20 or more per week, but less than 40 hours per week or 80

hours a pay period. Employees who fill these positions augment regular staff when there is a need to maintain adequate work coverage. Non-salary related benefits would be based upon allocation of the position. (Established 11/08/95)

2.48 Reinstatement:

The reappointment of a former employee within one year after separation.

2.49 Reprimand:

A statement to an employee by an appointing authority for disciplinary purposes. A reprimand is formal if it is in writing and filed with the Personnel Director.

2.50 Requested Resignation:

A resignation requested by an appointing authority.

2.51 Resignation:

The voluntary action of an employee which separates him from his position. Once submitted to an appointing authority, a resignation may not be withdrawn without the concurrence of the appointing authority. (Unless it was given be reason of fraud, undue influence or pressure.)

2.52 Respondent:

An individual or department whom a claim of discrimination is made against.

2.53 Separation:

Any termination of employment. Termination may include death, discharge, layoff, resignation, retirement or work completion

2.54 Series:

Means two or more classes of positions with duties substantially similar in nature and character, but differing in level of difficulty, responsibility, and perhaps supervisor.

2.55 Suspension:

An involuntary absence without pay imposed by an appointing authority for disciplinary purposes.

2.56 Transfer:

This term may have either of two meanings:

- A. The movement of an employee from one department to another, and maintaining the employee's same classification. (Revised 11/12/80)

- B. The movement of an employee from a position in one classification to a position in another, comparable classification. (Revised 11/12/80)

2.57 Types of Service:

Service refers to the number of hours an employee works and to the regularity with which he works. Service does not refer to an employee's employment status - i.e., permanent, probationary, provisional.

There are four basic types of service:

- A. **Regular full-time:** A regular full-time employee works the normal number of working hours as defined in the Personnel and Salary Ordinance.
- B. **Regular part-time:** A regular part-time employee works a fraction of the work month, but normally follows a predetermined fixed pattern of working hours.
- C. **Extra Help:** An extra help employee may work a normal work day or a fraction thereof, but such work is done at department peak load periods or under urgent conditions which last a limited period of time and may not have a set pattern.
- D. **Limited Term:** A limited term employee works on a full-time basis but with an understood termination date.

2.58 Types of Status:

There are three types of status. They are acquired as follows:

- A. **Permanent:** Acquired by an employee who has been lawfully retained in his position after the completion of the probationary period as provided in the Personnel and Salary Ordinance.
- B. **Probationary:** Acquired by an employee who has been certified and appointed, but who has not completed the probationary period as provided in the Personnel and Salary Ordinance.
- C. **Provisional:** Acquired by an employee who possesses the minimum qualifications established for the class and who has been appointed to fill a position for which no eligibles are available.

2.59 Waiver:

Waiver means the voluntary relinquishment by a candidate of his standing on an employment register for one or more certifications, or for a specified or unspecified period of time.

2.60 Veteran:

Any person who has served at least 181 consecutive days of active duty in the armed forces of the United States, who has received an honorable discharge or a general discharge under honorable conditions. (Approved 5/20/87)

2.61 Volunteers:

Any individuals who do not receive any wage and are working within County Departments to perform specific volunteer assignments as designated by the Department. The use of volunteers within the County Departments is not intended to displace existing County employees. Volunteers shall be excluded from civil service and shall not have the property rights to regular or continued employment. Time spent in such an appointment shall not constitute a part of the probationary period.

SECTION IV

RECRUITMENT AND APPLICATIONS

(Revised 1/8/97)

4.01 Advertising of Examinations

Public announcement of all open competitive examinations shall be posted in the office of the Human Resources Department for at least 5 working days. Announcements may be posted elsewhere, copies mailed to interested applicants, or other forms of public notice may be used to attract qualified applicants.

Announcements shall include:

- A. The class title
- B. The compensation for the classification
- C. A statement of duties and responsibilities
- D. The time and last date on which applications may be filed
- E. The location where completed applications must be returned
- F. The qualification guidelines for the class
- G. A statement explaining the examination/selection process
- H. The notice that a minimum exam score of 70% is required to pass
- I. Such other information as will help applicants understand the nature of the employment and the procedure for participating in the examination.

4.02 Method of Recruitment

The Director of Human Resources shall determine the recruiting plan that in his/her judgment will result in the most successful recruitment possible within practical limitations of budget, time, and needs of the County departments.

4.03 Continuous Recruitment

For classifications with high turnover, or classifications that are difficult to fill with qualified candidates, the Director may establish a continuous recruitment process and accept applications for such classes at any time during the year. Applications may be acted upon when received, or when the operating department requests that a position(s) be filled.

4.04 Application Form

Official County application forms shall be provided by the Department of Human Resources and shall be filled out completely and signed by each applicant. Applicants applying for more than one recruitment shall file an application for each.

4.05 Filing Deadline

Applications must be received by the Department of Human Resources not later than 5:00 p.m. of the last day for filing.

4.06 Change of Address

Applicants are responsible for the timely notification in writing to the Department of Human Resources of a change in address.

4.07 General Qualifications

In addition to those otherwise stated, all applicants must possess the following qualifications:

- A. United States Citizenship or status as a legal resident alien eligible for employment under the provisions of the Immigration Reform and Control Act of 1986.
- B. Integrity, honesty, moderate temperament, strong work ethics and ability to perform the essential elements of the position with or without accommodation.

4.08 Oath

Every applicant selected for County employment shall take an oath, or affirmation if his/her religious beliefs do not condone oaths, to uphold the Constitution of the United States and of the State of California.

4.09 Notice of Action on Application/Right of Appeal

All applicants will be notified of the acceptance or rejection of their application. Applicants who fail to meet the qualification guidelines may file their appeal in writing with the Director of Human Resources whose decision shall be final.

- A. Applications found incomplete or deficient must be corrected by the final filing date.
- B. Requirements of minimum qualifications must be satisfied no later than the final filing date.

4.10 Evidence of Qualifications

- A. Applicants for positions which are scientific, professional, or technical, or the

duties of which require special qualifications may be required to provide documentary evidence of the required level of education, training and/or experience.

- B. Applicants for positions requiring college graduation may be required to furnish a transcript of their college course work as well as a copy of their diploma.
- C. Whenever college training is allowed to substitute for work experience, such education may be required to be documented with an official transcript indicating successful completion of the necessary course work.
- D. When an applicant is not a high school graduate, but such graduation is a requirement, 15 completed semester units (or the equivalent quarter units) from an accredited college may be accepted in lieu of the high school diploma.

4.11 Applications Not Returned

Applications whether accepted or rejected shall not be returned.

4.12 Applications Confidential

Names of applicants for County positions are confidential information and shall not be made public, unless authorized by the applicant or compelled by legal process.

4.13 Disqualification of Applicants or Candidates

The Director of Human Resources may refuse to examine an applicant or after examination may disqualify a candidate, or remove the name from the eligible list for any of the following reasons: Any person

- A. Who is found to lack any of the requirements or qualifications established for the examination.
- B. Who is physically unfit to perform the duties of the class.
- C. Who is addicted to illegal drugs or the habitual use of alcohol to excess and is not entitled to the protections of the Americans with Disabilities Act.
- D. Who presents evidence of immoral, infamous, or disgraceful conduct.
- E. Who has been convicted of or pled nolo contendere to a felony or misdemeanor if the Director determines that there is a rational relationship between the felony or misdemeanor and the position for which application is made. In making the determination, the Director shall consider the duties and responsibilities of the position, the nature of the felony or misdemeanor, the length of time since the conviction/plea, and the circumstances surrounding the conviction/plea and the individual's subsequent record. In the case of an applicant or eligible for peace officer as defined in Government Code Section 830 et seq., a felony conviction shall automatically disqualify the individual.

- F. Who has been discharged from the Armed Forces under conditions other than honorable.
- G. Who has submitted a false, incomplete, misleading or late application.
- H. Who has been approved by the Director of Human Resources to be removed for job related reasons upon the written request of the appointment authority.
- I. Who has been previously dismissed from public or private employment or has resigned to avoid such dismissal for any of the reasons listed in this section.

A disqualified applicant, candidate, or eligible shall be promptly notified of such action. Individuals electing to appeal any phase of the examination or selection process shall file their appeal following the procedure set forth in Section 4.09 or 5.24 of these rules. Persons alleging discrimination may elect to have their complaints processed through the discrimination complaint procedure in accordance with Section 1.03, but shall not file under both sections. (Revised 9/30/14)

4.14 Penalty for Fraud

A County employee who has made a false statement of material fact or has practiced any deception, fraud, or misconduct in connection with his/her application may be subject to disciplinary action up to and including discharge.