



## Budget Change Request

### Change request information

Title                      New Classification: Commercial Appraiser Analyst

Number                    B-01-02                                      Department              01 - Assessor

Requester                Lynda Zeman

Published by              Jay Saiki                                      Publish Date              2023-08-23

Change Type              Policy Change

### Board outcome *(to be entered by budget after Board action)*

Board Decision

Board Changes

### Funds affected

Fund    -

General Fund Affected?    No    More Than One Fund Affected?    No

### Policy request priority and connection to the strategic plan

Priority #    2    Strategic Plan              Effective County

### Does this request include federal, state, or private grants?

Grant Funded?                                      None

Grantor and timeframe

### Does this request affect current positions or propose new positions?

HR Payroll e-mailed?                              Yes    Position Impact    Changes Classification

Current position numbers affected

### What do you need and why? Include any unexpected and external requirements.

Statement of Need

This request is for the Board to approve HR to create a new classification titled Commercial Appraiser Analyst.

This is necessary to retain and/or recruit an appraiser with specialized education and experience in the valuation of commercial and industrial properties.

The valuation of income-producing properties requires an advanced skill set beyond those required to value residential properties. A Commercial Appraiser Analyst must have the education and experience necessary to analyze financial reports, leases, and have knowledge of rents, vacancy, and market conventions. As our county is experiencing healthy growth of industrial and apartment development, greater emphasis on the income approach is necessary. Further, the Department of Revenue has issued guidance that the income approach is the most appropriate (or only) method for valuing certain property-types. The income approach continues to evolve, and the Commercial Appraiser Analyst must stay current with most recent appraisal methodologies and theories.

**How will this change the performance of your office or department?**

Statement of Need

The most valuable properties in the county are handled by the commercial team. Unusual expertise is required to accurately capture and defend the full value of such properties. A Commercial Appraiser Analyst must be able to communicate complex data and appraisal theory with other real estate experts, such as; real estate investors, brokers, property managers, tax representatives, and attorneys. The Commercial Appraiser Analyst must have the professional acumen to develop professional trust with other subject matter experts. This office is cognizant that a shift of personnel will occur in the next biennium due to planned retirements. The approval of this classification serves as an efficient succession planning tool.

**Expenditure, FTE and revenue assumptions plus current budget level**

Assumptions

Current Budget Level

**What happens if this isn't funded? Are there other options?**

Impacts and Alternatives

**How does this request affect other offices and departments?**

Impact to Other Departments

Which Other Departments are Affected?

Operating Transfer Needed? No

Operating Transfer Coding and Amount

**Personnel Information**

FTE	Number	Name	Start Date	End Date
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**Operating Revenue Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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**Capital Revenue Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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**Operating Expenditure Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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## Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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