



Otsego
COUNTY
M I C H I G A N

**Otsego County
Personnel Committee Minutes
November 5, 2015**

Minutes

A meeting of the Otsego County Personnel Committee was held on Thursday, November 5, 2015, in Room 212 of the County Building.

CALL TO ORDER

Paul Liss called the meeting to order at 9:00a.m.

PRESENT: Paul Liss, Doug Johnson, Ken Glasser, John Burt

ABSENT: Ken Borton (Excused)

OTHERS: Trisha Adam, Erma Backenstose

APPROVAL OF AGENDA

Paul Liss approved modified agenda to include airport staffing under agenda item b. per John Burt's request.

NEW BUSINESS

A. Trisha Adam and John Burt discussed Equalization staffing and services in light of the Director's upcoming retirement at the end of the year. Ms. Adam reviewed the Deputy Equalization Director job description position which would be positioned at Pay Grade 8 on the Non-union Salary Schedule (\$38,850.25 - \$48,484.60) and be filled in January 2016. Motion by Johnson to approve the Deputy Equalization Director job description at Non-union Pay Grade 8. Second by Glasser. Motion passed unanimously.

B. John Burt gave an update on Airport staffing.

Mr. Liss adjourned the meeting at 9:12a.m.

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DEPUTY EQUALIZATION DIRECTOR

General Summary

Under the supervision of the Director and general oversight of the County Administrator, performs responsible administrative and technical work in the Equalization Department. Makes appraisals of all types of property and conducts related studies. Supervises subordinate technical and clerical employees.

Essential Functions

1. Supervises staff, provides training, assigns and schedules work, and reviews performance. Supervises fieldwork and maintains study schedule deadlines.
2. With the Human Resources Director, participates in interviewing and hiring staff and deals with employee relations issues.
3. Reviews field appraisals for all classes of property, and assists in the supervision, inspection and review of the appraisal data compiled by others in the Equalization Department.
4. Assembles and compiles sales data, reports and statistics relative to property valuations.
5. Assists the Director with public relations matters, education and training.
6. Assists the Director with maintaining an efficient appraisal process. Interprets laws and regulations governing the appraisal of property and communicates such to the public and fellow staff. Assists in conducting and coordinating training courses for all staff. Advises taxpayers of the appeal process.
7. Assists the Director with the preparation of the Equalization Report and Apportionment Report. Assists in the balancing of total equalized value by classification and school districts within the county. Assists with the calculations of all legal roll back provisions.
8. Conduct the preparation and production of the Tax Administration process by collecting and coordinating data from local treasurers and school which includes creating and setting up databases for the tax districts, intermediate school districts, taxing authorities and local colleges for the calculation of various millage levy reports and communicating and working with the County Treasurer and all local treasurers for the collection of data necessary for the preparation and processing of tax rolls and bills.

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9. Assist with administrative duties and overall management for the Equalization Department. Recommends new or modified policies and procedures to Director. Reviews findings of appraisals with local assessors. Assists with budget preparations.
10. Keeps abreast of current court rulings, proposed legislation and other matters relating to assessment and equalization processes through extensive reading and attendance at seminars and informational sessions.

Other Functions

11. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: Possession of an Associate's Degree with major coursework in business or public administration.

Experience: Three years of progressively more responsible experience in appraising all types of property which included some supervisory/administrative experience. Extensive knowledge of the principals, methods, and techniques of property appraisal and tax assessing as applied to land, building, and personal property, including the theory and methods of real and personal property appraisal, interest rates, depreciation schedules, tax forms, and capitalization rates.

Other Requirements: Level III certification from the State Assessors Board. Valid Michigan Driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

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Walking over uneven terrain to conduct appraisals of property and structures.

Climbing stairs in order to conduct appraisals of structures.

Bending, stooping and kneeling to make measurements and appraisals.

Ability to enter and access information from a computer terminal.

Ability to travel throughout the county.

Ability to file and retrieve documents from departmental files.

Working Conditions:

Travels to various sites throughout the county to make appraisals and examinations.

Works outside in varying weather conditions.