*= Mandatory, information must be provided

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

*Title:

Classification and Compensation Matters - New Job Classifications

*Introduction/Background:

The Assessor's Office has requested three new job classifications.

*Discussion:

The new job classifications requested are:
1.   Tax Assembly Coordinator I;
2.   Tax Assembly Coordinator II; and,
3.   Regression Modeler Supervisor.

The Tax Assembly Coordinator I and Tax Assembly Coordinator II classifications will provide accurate description of the work performed by positions responsible for coordinating the County's tax assembly process within the affected County departments. The Regression Modeler Supervisor classification will provide an accurate description for the role of the supervisor over the Department's Regression Modeling Unit.

*Conclusion:

The proposed new Tax Assembly Coordinator I, Tax Assembly Coordinator II, and Regression Modeler Supervisor job classifications will provide an accurate description of the work assigned to these positions within the Assessor's Office.

*Recommendation:

It is recommended the following job classifications be approved for use within the County's classification system:
Class Code: 6005, Class Title: Tax Assembly Coordinator I, Salary Grade: 13, Salary Range: $57,607- $80,649, EEO Code 2 (Professional), FLSA Code Exempt (not paid overtime).
Class Code: 6006, Class Title: Tax Assembly Coordinator II, Salary Grade: 15, Salary Range: $66,536 - $93,150, EEO Code 2 (Professional), FLSA Code Exempt (not paid overtime).
Class Code: 6007, Class Title: Director Regression Modeler Supervisor, Salary Grade: 15, Salary Range: $66,536 - $93,150, EEO Code 2 (Professional), FLSA Code Exempt (not paid overtime).

*Fiscal Impact:

The creation of these new classifications has no immediate cost impact on the County as any additional costs incurred in hiring a position allocated to these classifications will be borne by the department from within its current budgets. Cost impact in future budget years will be planned for by the department through the County's normal budget process.

*Board of Supervisor District:

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5   ☑ All

Department: Human Resources   Telephone: 520-724-8028

Contact: Dustin Green   Telephone: 520-724-8111

Department Director Signature: _____ Date: 2/22/2024

Deputy County Administrator Signature: _____ Date: _____

County Administrator Signature: _____ Date: 2/23/24

7/14/2021

PIMA COUNTY

6005 – Tax Assembly Coordinator I

MIDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6005

TITLE

Tax Assembly Coordinator I

STRUCTURE AND GRADE

13

FLSA STATUS

Exempt

This classification assists with the County's tax assembly process with affected County departments, including the preparation of abstracts of value for each taxing authority, the calculation of property taxes for each affected parcel and the printing/mailing of property tax statements for each affected parcel. This is distinguished from the Tax Assembly Coordinator II classification, which has the responsibility to evaluate, supervise and coordinate activities of the unit.

ESSENTIAL FUNCTIONS

As defined under the Americans with Disabilities Act, this classification may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class. Work assignments may vary depending on the department's need and will be communicated to the applicant or incumbent by the supervisor.

- Analyzes data, runs reports and troubleshoots errors related to property tax calculation or corrections;
- Prepares reports and other tax-related schedules to ensure that statutory requirements are met;
- Coordinates with taxing authorities in the county to facilitate the collection of each authority's annual tax levy information;
- Serves as liaison between the Pima County Treasurer, Assessor, Superintendent of Schools, County Finance, and the Arizona Department of Revenue for property tax issues;
- Participates in meetings of affected County departments, offices and agencies to help coordinate the tax assembly process;
- Reviews and tests outputs of the information systems used to calculate property taxes;
- Performs data entry in the County's property tax calculation and tax roll correction systems;
- Reviews and edits property tax statement forms;
- Prepares annual property tax-related reports and information to be posted on the property taxes page of Pima County's website;
- Provides property tax-related customer service via phone and email.

MINIMUM QUALIFICATIONS

1.) Three years of property tax experience that included performing property tax calculations.

OR:

2.) Three years of experience with the Pima County Assessor or Pima County Treasurer coordinating, monitoring, and/or administering relevant program activities or providing administrative support for a related program or specialized work unit.

PIMA COUNTY

6005 – Tax Assembly Coordinator I

LICENSES AND CERTIFICATES	SPECIAL NOTICE ITEMS
Some positions require a valid Arizona Class D driver license at the time of application or appointment. Failure to maintain the required licensure shall be grounds for termination.	Some positions may require completion of a satisfactory personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems.

SELECTION PROCEDURE	EEO INFORMATION
Pima County Human Resources Department reserves the right to admit to the selection process only those candidates that meet the minimum qualifications. All applications will be assessed based on an evaluation of the listed education and experience. The hiring authority will interview and select the successful candidate from a referral list provided by Human Resources. Additional assessments/testing may be required as part of the selection process.	**Pima County Government is an Equal Employment Opportunity employer.** We are committed to an inclusive and diverse workforce and will not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, disability, gender, sexual orientation, kinship, political interest, or any other characteristic protected by law.

PHYSICAL / SENSORY WORK REQUIREMENTS	WORKING CONDITIONS

PIMA COUNTY

6006 – Tax Assembly Coordinator II

IDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6006

TITLE

Tax Assembly Coordinator II

STRUCTURE AND GRADE

15

FLSA STATUS

Exempt

This classification assists with the County's tax assembly process with affected County departments, including the preparation of abstracts of value for each taxing authority, the calculation of property taxes for each affected parcel and the printing/mailing of property tax statements for each affected parcel. This is distinguished from the Tax Assembly Coordinator I classification by the responsibility to evaluate, supervise and coordinate activities of the unit.

ESSENTIAL FUNCTIONS

As defined under the Americans with Disabilities Act, this classification may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class. Work assignments may vary depending on the department's need and will be communicated to the applicant or incumbent by the supervisor.

- Coordinates with taxing authorities in the County to facilitate the collection of each authority's annual tax levy information;
- Serves as the primary liaison between the Pima County Treasurer, Assessor, Superintendent of Schools, County Finance, and the Arizona Department of Revenue for property tax issues;
- Oversees the County's property tax calculation and tax roll correction systems;
- Researches, analyzes and monitors laws directly affecting the tax assembly process;
- Initiates and provides the County Procurement Department and County Attorney with specifications for bidding documents used in contracting for Tax Statement printing services;
- Defines, plans and enforces tax-related schedules to ensure that statutory requirements are met;
- Schedules and leads meetings of affected County departments, offices and agencies to coordinate the tax assembly process;
- Reviews and tests the output of the information systems used to calculate property taxes;
- Coordinates the review and editing of property tax statement forms;
- Writes correspondence and prepares reports;
- Prepares annual property tax-related reports and information to be posted on the property taxes page of Pima County's website;
- Provides property tax-related customer service via phone and email;
- May supervise, plan, assign work to and review work of assigned staff;
- May participate in employee evaluation and planning, personnel interviews, and make recommendations for hiring, promotions, and discipline of staff.

1) A Bachelor's degree from an accredited college or university with a major in accounting, finance, economics, public or business administration, or a closely related field as defined by the department head at the time of recruitment.

(Additional relevant education from an accredited college or university and/or experience may be substituted.)

OR:

2) Four years of experience with the Pima County Assessor or Pima County Treasurer coordinating, monitoring, and/or administering relevant program activities or providing administrative support for a related program or specialized work unit.

LICENSES AND CERTIFICATES

Some positions require a valid Arizona Class D driver license at the time of application or appointment. Failure to maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

Some positions may require completion of a satisfactory personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems.

SELECTION PROCEDURE

Pima County Human Resources Department reserves the right to admit to the selection process only those candidates that meet the minimum qualifications. All applications will be assessed based on an evaluation of the listed education and experience. The hiring authority will interview and select the successful candidate from a referral list provided by Human Resources. Additional assessments/testing may be required as part of the selection process.

EEO INFORMATION

Pima County Government is an Equal Employment Opportunity employer. We are committed to an inclusive and diverse workforce and will not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, disability, gender, sexual orientation, kinship, political interest, or any other characteristic protected by law.

PHYSICAL / SENSORY WORK REQUIREMENTS

WORKING CONDITIONS

PIMA COUNTY

6007 – Regression Modeler Supervisor

MIDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6007

TITLE

Regression Modeler Supervisor

STRUCTURE AND GRADE

16

FLSA STATUS

Exempt

Supervises a highly technical staff in developing regression and statistical models which analyze property data and market trends to produce property values for Pima County in accordance with prevailing statutes. Plans and oversees staff work to ensure the accuracy and timelines of the modeling (valuation) process and works closely with appraisal sections in the Assessor's Office to coordinate data collection and analysis needs, and integration with Assessor appraisal practices.

ESSENTIAL FUNCTIONS

As defined under the Americans with Disabilities Act, this classification may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class. Work assignments may vary depending on the department's need and will be communicated to the applicant or incumbent by the supervisor.

- Supervises, plans, assigns and reviews work and trains other regression modeling and appraisal staff;
- Participates in employee evaluation and planning, personnel interviews, and makes recommendations for hiring, promotions and discipline of staff;
- Oversees and performs complex regression analysis using a computer-assisted mass appraisal (CAMA) system to establish ad valorem values for real property and personal property;
- Implements, tests, analyzes, corrects and documents mathematical models;
- Monitors Department of Revenue guidelines and state statutes;
- Develops complex mass mathematical models using additive, multiplicative, and hybrid regression techniques;
- Analyzes real estate market trends for impact on market areas or neighborhoods;
- Develops tools such as calculation views, tables and spreadsheets, etc. to assist in appraisal, data collection analysis and review of values;
- Analyzes modeling results and modifies various data to optimize performance and meet goals and objectives;
- Analyzes the results of other modelers and modeling staff, providing technical assistance when needed;
- Provides quality control of values by producing reports, analyzing information and data, identifying and correcting data problems;
- Oversees and participates in researching, preparing and analyzing a variety of technical, statistical or narrative reports;
- Develops and presents reports and projects to management.

PIMA COUNTY

6007 – Regression Modeler Supervisor

MINIMUM QUALIFICATIONS

1.) A Bachelor's degree from an accredited college or school in multiple regression analysis, mathematics, statistics, economics, computer science, or a closely-related field defined by the department head at the time of recruitment (Additional relevant education from an accredited college or university and/or experience may be substituted.)

OR:

2.) Four years of experience working with regression analysis, statistics, economics, computer science, a mass appraisal unit/using regression analysis, or a closely-related field defined by the department head at the time of recruitment.

OR:

3.) Three years of experience with Pima County as a Regression Modeler - Senior

Any equivalent combination of experience, training, and/or education as determined by the department head at the time of recruitment may be substituted.

LICENSES AND CERTIFICATES

Possession of current appraisal or assessor certification issued or recognized by the State of Arizona Department of Revenue (ARS 42-13006). Some positions require a valid Arizona Class D driver license at the time of application or appointment. Failure to maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

Some positions may require completion of a satisfactory personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems.

SELECTION PROCEDURE

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PHYSICAL / SENSORY WORK REQUIREMENTS

WORKING CONDITIONS