

W.9.a.

Memorandum Date: 9/12/07

Order Date:

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**TO:** Board of County Commissioners

**DEPARTMENT:** HUMAN RESOURCES

**PRESENTED BY:** CINDY TOFFLEMOYER, HR ANALYST 2

**AGENDA ITEM TITLE:** ORDER/ IN THE MATTER OF CREATING THE  
CLASSIFICATION AND SALARY RANGE FOR SENIOR  
SALES DATA ANALYST

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**I. MOTION**

**MOVE APPROVAL OF ORDER 07-\_\_\_\_\_ IN THE MATTER OF CREATING THE  
CLASSIFICATION AND SALARY RANGE FOR SENIOR SALES DATA ANALYST**

**II. AGENDA ITEM SUMMARY**

Assessment and Taxation requested that Human Resources create a Senior Sales Data Analyst classification.

**III. BACKGROUND/IMPLICATIONS OF ACTION**

**A. Board Action and Other History**

We currently have a Sales Data Analyst classification.

**B. Policy Issues**

APM, Chapter 3, Section 20, C (1a) states; If the Office of Personnel Services determines that a new classification is appropriate, it shall prepare a proposed classification, complete a point factor analysis of the proposed classification specification, and prepare a Board Agenda item requesting that the Board amend the classification and compensation plans to add the new classification. Lane Manual 2.230(2) also refers to this process.

This is an AFSCME represented classification. AFSCME is in agreement with the new job classification and proposed salary range.

The Appraisal Division of Assessment and Taxation has been looking at creating a Senior Sales Data Analyst classification over the last several years. This classification will perform the most responsible duties of mass appraisal for all properties in the county, manage the property valuation system as well as oversee and train employees in the Sales Data Analyst classification. Creating this classification provides a career ladder for the Sales Data Analyst classification.

In creating a new classification Human Resources point factors the job duties expected from the position, reviews internal equity and reviews classifications and compensation in comparable counties. This proposed classification will be represented by AFSCME with a Grade 35 (\$43,534-\$60,278) salary range.

The County's Point Factor system takes into consideration internal equity and allows for a sideways glance at comparable job classifications in other counties. Survey information from comparator counties of Clackamas, Multnomah and Washington resulted in a variety of classification titles; all of them included performing the highest levels of property valuation duties and systems maintenance. At Grade 35 we are under the entry level pay scale of these three comparators and comparable with Multnomah and Clackamas counties at the top of their salary ranges.

Market is reviewed in creating classifications; however internal equity is the overriding factor when creating new AFSCME classifications. For internal comparison, currently there are no grade 35 AFSCME classifications. Comparable AFSCME classifications are Sr. Planner (Grade 36/\$44,510-\$61,797) and Property Appraiser 4 (Grade 34/\$42,474-\$58,802).

**F. Alternatives/Options**

1. Adopt the proposed salary adjustment and modified job classification specifications as described above.
2. Reject the motion.

**IV. RECOMMENDATION**

Human Resources recommend that the BCC adopt the motion to create the Senior Sales Data Analyst classification and salary range.

**V. TIMING/IMPLEMENTATION**

If the Board approves the motion and adopts the new classification and salary range, HR will add the classification and salary range to the AFSCME compensation plan.

**VI. FOLLOW-UP**

Assessment and Taxation will reclassify a vacant existing budgeted position to the new classification and recruit to fill the position.

**VII. ATTACHMENTS**

Senior Sales Data Analyst classification specification  
Board Order

## LANE COUNTY

### **SR. SALES DATA ANALYST**

#### DEFINITION

To perform highly complex and responsible real property sales analysis; to prepare complex reports and statistical summaries on such sales for use in property appraisals. Performs maintenance, testing, and updating of County's appraisal/valuation system; and to perform related duties as assigned.

#### CLASS CHARACTERISTICS

This is the advanced journey level class in the Sales Data Analyst series. Positions at this level are distinguished from the Sales Data Analyst by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned within the series, including advanced technical and analytical duties requiring advanced knowledge relating to the functional use, operation, maintenance, and enhancement of the County's Assessment and Taxation System. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

#### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Appraisal Manager.

Exercises functional and technical supervision over assigned personnel.

#### Examples of Duties:

Maintains, tests and implements changes to the Assessment and Taxation system; maintains all the tables and updates with cost modifiers; trending modifiers, cost factors, land tables, influence factors, edit reports, etc..

Creates custom reports for internal and external customers.

Represent Assessment and Taxation Appraisal Division at internal and external meetings.

Conduct complex studies, analysis and research on a broad range of assignments; analyze information needs to assist in determining appropriate system implementation; design input and output documents such as forms and reports; design and prepare system audits using the software query language.

Coordinates and manages projects and implements outcomes.

LANE COUNTY  
Sr Sales Data Analyst (Continued)

Examples of Duties Continued:

Analyzes property sales and various economic variables that influence property appraisal and valuation methods; identifies market trends and develops valuation models based on sales studies to accurately reflect market conditions.

Performs ratio and indexing studies as mandated by state statutes.

Assists in the development of the annual Appraisal Division work plan and sales data program.

Classifies property sales into correct classifications such as urban, rural, commercial, farm and industrial; reviews and maintains property classification program.

Coordinates staff personnel performing special appraisal or sales studies.

Develops computer reports and sales information listings for use by the Board of Equalization, Department of Revenue; appears at hearings and describes assessment methods as necessary.

Maintains computerized and manual sales records.

Participates in the selection and assists in the evaluation of staff; provides orientation and on-the-job training to assigned personnel.

Interprets sales data to appraisal staff.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, techniques and methods used in residential, commercial, farm, mobile home and land appraisal.

Economic and environmental variables affecting property valuation.

Principles and practices of real estate including the preparation and use of recorded instruments such as deeds, mortgages and related contracts.

Descriptive and inferential statistical methods.

Computer statistical programs, data processing applications and system development.

LANE COUNTY  
Sr Sales Data Analyst (Continued)

Cartographic methods.

Oregon Revised Statutes, Department of Revenue Administrative Rules.

Ability to:

Evaluate, analyze, interpret and apply statistical techniques to appraisal data.

Understand and evaluate appraisal reports for a variety of properties.

Prepare and interpret sales ratio studies, market trends and related technical data.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Coordinate and manage valuation projects.

Apply appraisal techniques to data processing systems.

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in statistics, economics, business administration or a related field.

Experience:

Four years of responsible residential, rural and commercial property appraisal experience and appraisal data analysis and computer applications experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Designation as a Certified Appraiser under provisions of ORS 308.010.

Possession of a valid Oregon driver's license at the time of appointment.

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

RESOLUTION AND  
ORDER 07-

) IN THE MATTER OF CREATING THE  
) CLASSIFICATION AND SALARY  
) RANGE FOR SENIOR SALES DATA  
) ANALYST  
)  
)

**WHEREAS**, Human Resources has completed a review and point factor of the proposed Senior Sales Data Analyst; and

**WHEREAS**, it is the intent of Lane County to properly classify positions with regard to duties and compensation; and

**WHEREAS**, changes to the classification and compensation plans require board approval.

**IT IS HEREBY RESOLVED AND ORDERED**, that there be created the new classification of Senior Sales Data Analyst and that the salary range for the Senior Sales Data Analyst be approved as follows:

Senior Sales Data Analyst                      Grade 35 (\$43,534- \$60,278)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Faye Stewart, Chair  
Board of County Commissioners

APPROVED AS TO FORM  
Date 8/29/07 Lane County  
RLC  
OFFICE OF LEGAL COUNSEL