

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 9.

Date of Request: June 20, 2008

Date Request Received:

Board Meeting Date Requested: July 7, 2008

Board Meeting Date Assigned:

Short Title: Approval To Reclassify Appraiser I Position To Tax Analyst.

- Request Status:
- Request is proceeding to Board of Commissioners
 - More information is needed – see attached
 - Request on hold – no further information needed
 - Other:

Background: The Tax Assessor's Office currently employs four Appraisal I positions. One of these positions is vacant due to the departure of an employee. The changing use of technology in the Tax Office has presented an urgent need for a position that will provide technical support for our CAMA system software. This position will routinely analyze, delineate & correct clerical errors, and maintain the Tax Assessor's CAMA software data base. The employee will perform all system software tasks associated with the annual tax billing, listing abstracts and year-end functions. He or she will continually seek and develop methods and techniques to improve the CAMA system software efficiency. The Tax Analyst will train and support staff members in the user end of the system software. The Tax Analyst will achieve full potential, production and efficiency of the CAMA system software by maximizing staff skills through training and support. The Tax Analyst will provide the Tax Assessor with regular employee performance reports and develop and maintain audit reports to insure employee fiscal accountability. The position will analyze market trends, sales studies, and perform data analyses to assist the appraisal and land records sections. The Tax Analyst will assist personal property section with analyses of business personal property valuations. The Tax Analyst will perform transfers of cost and valuation data provided by vendors and currently used by the Tax Office. The Tax Assessor recommends reclassification of this position to make our Tax Office significantly more productive and efficient.

(Administrative Use Only)

CONTRACT TYPE

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
 - Federal Grantor
 - State Grantor
 - Grantor
- County as Grantor
 - County Funds
 - Other Funds:
- Revision
- For Equipment

PURCHASING Budgeted Item: Yes No
Date Rec'd: Reviewed and Approved
 Comments on Reverse

Date Sent: Signed:

ATTORNEY Reviewed and Approved
Date Rec'd: Legal Problem(s)
 Comments on Reverse

Date Sent: Signed:

FINANCE Sufficient Funds Available Not Available
Date Rec'd: Budget Amendment Necessary
 Budgeted Amendment is Attached
 Comments on Reverse

Date Sent: Signed:

CLERK Signature(s) Required:
 Board Chairman/County Manager
 Other:

Date Rec'd Approved by Board: Yes No
At meeting on

Specific Action Requested: Approve reclassification of the vacant Appraisal I position to Tax Analyst. Pay grade will remain unchanged. No additional funding required.

Requested by: Coby S. Heath
Department: Tax Office
Title: Tax Assessor
Contact Phone: 910-259-1256
Contact Fax: 259-1482

MANAGER'S RECOMMENDATION:

Respectfully Recommend Approval


Initials

NOW, THEREFORE, BE IT RESOLVED, by the Pender County Board of County Commissioners that the Board Approved Reclassification of the Vacant Appraisal I position to Tax Analyst.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES:

Williams ___ Tate ___ Blanchard ___ Brown ___ Rivenbark ___

David Williams, Chairman 07/07/08
DATE

ATTEST 07/07/08
DATE