



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
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MEMORANDUM
HR#37-18

July 30, 2018

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – REVIEW APPRAISER SERIES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Beverly Ghan at bghan@admin.nv.gov no later than August 28, 2018.

If no written objections are received in this office by August 28, 2018, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #4-19
Posting Expires: August 28, 2018

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.422	Review Appraiser	37	B	7.422	<i>Review Appraiser</i>	37	<i>B</i>
7.421	Review Appraiser Intern II	35	B	7.421	<i>Review Appraiser Intern II</i>	35	<i>B</i>
7.423	Review Appraiser Intern I	33	B	7.423	<i>Review Appraiser Intern I</i>	33	<i>B</i>
7.424	Review Appraiser Trainee	31	B	7.424	<i>Review Appraiser Trainee</i>	31	<i>B</i>

Basis for Recommendation

Due to licensure requirements and recruitment concerns, the Department of Transportation requested a review of the Review Appraiser series. Analysts within the Division of Human Resource Management (DHRM) worked with subject matter experts from the Department of Transportation and, as a result, it is recommended that the Special Requirements section of the Minimum Qualifications be amended to clarify that out-of-state applicants with equivalent licensure must obtain licensure as a Certified General Appraiser with the Nevada State Real Estate Division within three months of appointment and as a condition of continuing employment. It is further recommended that a special requirement also be added to clarify that Review Appraiser Intern II and I positions require registration as an Appraiser Intern with the Nevada State Real Estate Division within three months of appointment and as a condition of continuing employment.

In addition, minor changes were made to the Minimum Qualifications, Education & Experience sections at the Review Appraiser, Review Appraiser Intern II and Review Appraiser Intern I to account for these recommended changes, to add equivalencies and to maintain consistency with formatting and structure.

These changes will allow for greater flexibility in the recruitment process and will generate a larger pool of applicants, both internally and externally.

Throughout the review, management staff within the Department of Transportation and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

Note: Changes to the class specifications are noted as follows: additions in blue and deletions in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by August 28, 2018. Objections should be addressed to Beverly Ghan, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: July 30, 2018



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
REVIEW APPRAISER	37	B	7.422
REVIEW APPRAISER INTERN II	35	B	7.421
REVIEW APPRAISER INTERN I	33	B	7.423
REVIEW APPRAISER TRAINEE	31	B	7.424

SERIES CONCEPT

Review Appraisers appraise real property and review appraisals of all types of properties including complex commercial, industrial and special purpose; prepare fully-supported and documented determinations of just compensation for the acquisition of rights-of-way or disposal of surplus properties; conduct market rent studies and cost estimates; and serve as an expert witness in condemnation proceedings.

Review appraisals conducted by department interns, Right-of-Way Agents and private contractors to establish just compensation and ensure compliance with State law, federal regulations, Uniform Standards of Professional Appraisal Practice (USPAP) and agency policies; review the appraisal method used; check the accuracy of calculations and documentation; ensure that neither damage nor benefit have been overlooked, and that only compensable items were included.

Appraise the fair market value of real property including commercial, industrial, residential and other types of property; select the appropriate approach for appraisals, research and document the approach used, and reach sound conclusions regarding the value of properties.

Consult and advise affected parties including attorneys, district supervisors, engineers, agents and others concerning property valuations; respond to technical questions, provide information, and make presentations before boards, commissions and other groups as required.

Prepare acquisition cost estimates and market rent estimates, and conduct studies for division management; prepare and maintain records, working files, required forms and other documentation related to the appraisal process.

Participate in court proceedings for condemnation actions as an expert witness.

Participate in right-of-way settings regarding proposed projects.

Interpret legal and engineering documents for performing real property appraisals.

Perform related duties as assigned.

CLASS CONCEPTS

Review Appraiser: Under general supervision, incumbents perform the full range of duties in the series concept and provide training to lower level staff. This is the journey level in the series.

Review Appraiser Intern II: Under supervision, incumbents continue to receive training in performing the duties described in the series concept and may progress to the journey level upon meeting the minimum qualifications, satisfactory performance, and with the approval of the appointing authority.

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CLASS CONCEPTS (cont'd)

Review Appraiser Intern I: Under supervision, incumbents continue to receive training in performing the duties described in the series concept and may progress to the next level upon meeting the minimum qualifications, satisfactory performance, and with the approval of the appointing authority.

Review Appraiser Trainee: Under close supervision, incumbents receive training in performing the duties described in the series concept and may progress to the next level upon meeting the minimum qualifications, satisfactory performance, and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver’s license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.
- * *Review Appraisers require* licensure as a Certified General Appraiser issued by the Nevada State Real Estate Division ~~[is required]~~ at the time of appointment and as a condition of continuing employment *or persons with equivalent licensure from another State must obtain licensure as a Certified General Appraiser issued by the Nevada State Real Estate Division within three months of appointment.*
- * *Positions at the Review Appraiser Intern II and I require registration as an Appraiser Intern with the Nevada State Real Estate Division within three months of appointment and as a condition of continuing employment.*
- * ~~[Persons with equivalent licensure from another state must obtain licensure as a Certified General Appraiser issued by the Nevada State Real Estate Division within 12 months of appointment.]~~

REVIEW APPRAISER

EDUCATION AND EXPERIENCE: *Current licensure as a Certified General Appraiser and three years of experience as a real property appraiser or intern; OR current licensure as a Certified General Appraiser and one year as a Review Appraiser Intern II in Nevada State service.* ~~[Three years of experience as a real property appraiser or intern and current licensure as a Certified General Appraiser.]~~ (See Special Requirements)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: advanced appraisal principles, practices and techniques; applicable laws and regulations including the Uniform Standards of Professional Appraisal Practice; real estate and title law; various construction types, materials and building methods used throughout the State in order to determine building class and quality; methods of extracting pertinent information from sources for use in the valuation process; real estate economics including the impact of market conditions on property values. **Ability to:** operate a personal computer and related software in order to graph, chart and analyze data; read and interpret legal and engineering documents applicable to making real property appraisals; communicate orally in English in individual and group settings, including telephone and face-to-face contact; produce documents written in English using proper sentence structure, grammar, spelling and punctuation; read and evaluate labor or material cost estimates, blueprints and work plans; interact cooperatively with property owners, consultants, co-workers and others using tact, courtesy and diplomacy. **Skill in:** application of professional appraisal approaches and techniques; drawing final value conclusions and in justifying and documenting those conclusions for negotiation or condemnation; conducting thorough field inspections of subject properties; preparing accurate field reports, cost estimates and market rent studies for acquisition, disposal or property management.

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MINIMUM QUALIFICATIONS (cont'd)

REVIEW APPRAISER (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: statutes, regulations and procedures related to right-of-way; documentation requirements of the Right-of-Way Division; professional approaches and techniques used in real estate appraisal for right-of-way purposes, damages and/or special benefits to remainder properties resulting from partial right-of-way takings.

REVIEW APPRAISER INTERN II

EDUCATION AND EXPERIENCE: Registration as an **[Review]** Appraiser Intern ~~[with the Nevada State Real Estate Division]~~ and two years of experience in real property appraisal; ***OR one year of experience as a Review Appraiser Intern I with the State of Nevada.*** (See Special Requirements)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: eminent domain concepts related to larger parcels, partial takes and easements; appraisal and appraisal review of non-complex partial take assignments; analysis and appraisal of properties; eminent domain consideration for estimating damages, special benefits, easement acquisitions, and noneconomic remnants; Uniform Appraisal Standards for Federal Land Acquisitions; departmental policies and procedures; appraisal practices used in valuing complex property; city and neighborhood trends; data collection and analysis at the macro- and micro-economic levels; inspection techniques of improved properties; adequate review and understanding of legal descriptions and title policies; cost, direct sale comparison and income approaches to value. **Ability to:** assist the review appraisal staff in the performance of specific tasks that serve as an introduction to appraisal review; appraise residential, commercial, agricultural and industrial parcels.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Review Appraiser.)

REVIEW APPRAISER INTERN I

EDUCATION AND EXPERIENCE: Registration as an **[Review]** Appraiser Intern ~~[with the Nevada State Real Estate Division]~~ and one year of experience in real property appraisal; ***OR one year of experience as a Review Appraiser Trainee with the State of Nevada.*** (See Special Requirements)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: problem-solving techniques; sources of information and research techniques.
General knowledge of: real estate and real estate transactions; real estate appraisal including definitions and principles; nature of value; foundations of appraisal; valuation process; real property ownership interests, and data collection on a macro-economic level; specific data collection techniques for land and improved properties; principles of condemnation/eminent domain appraisal; three approaches to value, reconciling data of appraisal of larger parcels; appraisal of surplus property for purposes of establishing market value and market rent estimates; review concepts including administration and professional standards.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Review Appraiser Intern II.)

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MINIMUM QUALIFICATIONS (cont'd)

REVIEW APPRAISER TRAINEE

EDUCATION AND EXPERIENCE: Bachelor's degree in business administration, economics, finance, or related field; **OR** two years of paraprofessional or technical experience in real property appraisal, planning and zoning, escrow and title, real estate, property management or similar experience which included data analysis, preparation of reports, researching information, and frequent communication with others. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: theories, principles and concepts related to fiscal management and business administration; accounting and financial recordkeeping practices; cost/benefit analysis techniques. **General knowledge of:** problem-solving techniques; sources of information and research techniques. **Ability to:** read, understand and interpret technical information related to accounting, finance, auditing, and fiscal management; learn to perform professional work in property appraisal; communicate effectively in explaining ideas, proposals, recommendations and findings; analyze problems and develop logical solutions; establish and maintain positive and effective working relationships with others.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Review Appraiser Intern I.*)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>7.422</u>	<u>7.421</u>	<u>7.423</u>	<u>7.424</u>
ESTABLISHED:	10/1/67	12/12/06UC	12/12/06UC	12/12/06UC
REVISED:	2/26/76			
REVISED:	7/1/93P			
	9/24/92PC			
REVISED:	7/5/02UC			
REVISED:	12/23/05UC			
REVISED:	12/12/06UC			
REVISED:	8/28/18UC	8/28/18UC	8/28/18UC	8/28/18UC