



MEMORANDUM

TO: Jay Harrington

FROM: Kathy Nelson, Human Resources Director

DATE: August 29, 2022

RE: Request to Reclassify an Appraiser III to a Commercial Appraiser

Gary Peterson is requesting to reclassify Matt Kuckkahn from an Appraiser III to a Commercial Appraiser, with a recommended effective date of January 1st, 2022.

Mr. Peterson's justification is based on an increased need for his department to carry out more commercial property appraisals. Over the last two years, Matt Kuckkahn has been responsible for carrying out more commercial appraisals and fewer residential appraisals. Since Mr. Kuckkahn's commercial appraiser responsibilities exceed his residential appraiser workload and it's projected that his commercial appraiser responsibilities will continue to increase, I recommend his role is reclassified to Commercial Appraiser to more accurately reflect the type of work he is carrying out and that his pay is commensurate.

Mr. Kuckkahn currently meets the requirements to be reclassified as a Commercial Appraiser, he holds a Certified General Appraiser's License, the highest of the four tiers of Colorado licensure, and has worked as an Appraiser at Routt County for 8 years. Based on our guidelines for promotions, I recommend 5% be added to his current salary of \$69,632 (Step 5) allowing him to advance to Step 2 of the Commercial Appraisal pay scale with an annual salary of \$74,010, an approximate 6.5% increase.

While Mr. Peterson has been considering this reclassification for some time, I am recommending an effective date of May 1, 2022, the month that he first initiated his formal request. I also request approval to place this on the Commissioners' Agenda for their consideration and approval.

County Manager Comments: Jay Harrington approved 8-30-2022
