

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: September 6, 2022	ITEM TIME:

FROM:	Kathy Nelson, Human Resources Director
TODAY'S DATE:	August 30, 2022
AGENDA TITLE:	Consideration to Approve a Job Reclassification

CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	

I. DESCRIBE THE REQUEST OR ISSUE:	
Consideration to approve reclassifying an Appraiser III to a Commercial Appraiser.	

II. RECOMMENDED ACTION:	
Recommend approval to reclassify an Appraiser III to a Commercial Appraiser.	

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):	
PROPOSED REVENUE: None	
PROPOSED EXPENDITURE: Moving to step 2 of the Commercial Appraiser pay scale represents a ~6.5% increase in compensation.	
FUNDING SOURCE: Assessor's Department	

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):	
None known.	

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V. BACKGROUND INFORMATION:

Gary Peterson is requesting to reclassify Matt Kuckkahn from an Appraiser III to a Commercial Appraiser.

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, and has requested an effective date of January 1, 2022, I am recommending an effective date of May 1, 2022, the month that he first initiated his formal request.

The County Manager has reviewed this request and approved placing this on the agenda for BCC consideration and approval.

VI. LEGAL ISSUES:

None known.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None known.

VIII. SUMMARY AND OTHER OPTIONS:

The Board can approve this recommendation, deny it, or provide further direction.