

MEMO: Request for two week over-hire of Personal Property Assessment Technician
DATE: December 7, 2015
TO: Human Resources Committee
FROM: Karen Harkness & DeAnn Brosman

We have hired a new Personal Property Assessment Technician who we would like to begin employment on January 4th. This new hire is due to the retirement of Sheryl Snell who has held the position for 20 years. Sheryl is willing to postpone her retirement by two weeks from January 4th – January 15th in order to train her replacement. Because January 1st is the statutory assessment date, the rest of our Assessor staff including DeAnn will be in the field inspecting new construction during the month of January. Therefore, we are requesting a two week over-hire of this position at an estimated cost of \$2,809 including benefits.

Assessing business Personal Property (i.e. equipment and furnishings) is a statutory requirement in Wisconsin. This position maintains business ownership information and historical asset values within the I-Series system on 2,000 business accounts; determines what equipment is tax exempt based on the many statutory exemptions and recent caselaw; sets equitable assessed values on each account including dooming (estimating) values on those failing to report; and communicates with business owners and the WI Dept of Revenue frequently. Proper training of the new employee by an experienced, knowledgeable staff member is essential to help eliminate any potential errors in our personal property tax bills, TID increments, Equalized Value determinations, state reimbursements for computer exemptions, etc.

We have a tight time frame for setting all 2,000 PP assessments: PP Forms are mailed to businesses on January 1st, per statute the forms are due back to us on March 1st, all data is reviewed and entered into the system, final values are set in May, and totals must be mailed to the DOR by the 2nd Monday in June. Overtime is periodically needed and vacation is typically not taken by this position from Jan. - June. The over-hire will allow us to meet our deadlines. Thank you.