

RESOLUTION NO. 2023-8808

**ADOPT RESOLUTION APPOINTING CHARLES LEONHARDT, RETIRED ANNUNITANT, AS  
THE INTERIM CHIEF APPRAISER POSITION FOR ASSESSOR'S DEPARTMENT  
GOVERNMENT CODE SECTION 21221(h)**

WHEREAS, Government (Gov.) Code section 21221(h) of the Public Employees' Retirement Law permits the governing body to appoint a CalPERS retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year; and

WHEREAS, the Plumas County Board of Supervisors desires to appoint Charles Leonhardt as an interim appointment retired annuitant to the vacant position of Chief Appraiser for the Assessor under Gov. Code section 21221(h), effective June 14, 2023; and

WHEREAS, the Plumas County Board of Supervisors certify that Charles Leonhardt has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, an appointment under Gov. Code section 21221(h) requires the retiree is appointed into the interim appointment during recruitment for a permanent appointment; and

WHEREAS, the governing body has authorized the search for a permanent appointment on June 13, 2023; and

WHEREAS, this Gov. Code section 21221(h) appointment shall only be made once and therefore will end on June 15, 2024 (termination date of appointment); and

WHEREAS, the entire employment agreement, contract or appointment document between Charles Leonhardt and the Assessor has been reviewed by this body and is attached herein; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the hourly rate paid to Charles Leonhardt will be \$32.01; and

WHEREAS, Charles Leonhardt has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

THEREFORE, BE IT RESOLVED THAT the Plumas County Board of Supervisors hereby certifies the nature of the employment of Charles Leonhardt as described herein and detailed in the attached Personnel Action Form (PAF) and that this appointment is necessary to fill the critically needed position of Chief Appraiser for the Assessor's Department by

June 14, 2023 due to Chief Appraiser vacancy, it is imperative to temporarily fill this position with Charles Leonhardt as a retired annuitant. This position may be a challenge to fill due to the qualifying requirements to fill this position.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 13<sup>th</sup> day of June, 2023 by the following vote:

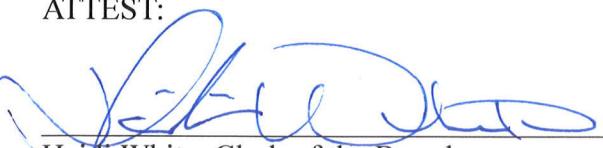
AYES: Supervisor(s) Engel, Goss, McGowan, Hagwood

NOES: None

ABSENT: Supervisor Ceresola

  
Dwight Ceresola Chairperson, Board of Supervisors

ATTEST:

  
Heidi White, Clerk of the Board

## CHIEF APPRAISER

### **DEFINITION**

Under general direction, plans, organizes and directs the activities of the appraisal program of the County Assessor; may personally participate in unusual or complex appraisals; assists in the formulation of department policies; and other related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This position is responsible for evaluating appraisal standards, guidelines, techniques, and methods for conformance with policies, procedures, and applicable laws and regulations; develops working standards; and serves as an advisor to appraisal staff.

### **REPORTS TO**

County Assessor.

### **CLASSIFICATION DIRECTLY SUPERVISED**

Auditor/Appraiser I, II & III, Appraiser I, II, & III, and Appraiser Assistant.

## **CHIEF APPRAISER – 2**

### **EXAMPLES OF DUTIES**

- Researches, compiles, and analyzes information regarding office and field appraisals, work methods and techniques to determine the need for new programs, policies, procedures, and guidelines.
- Directs, oversees and participates in the development of the appraisal work plan.
- Assigns work activities, and projects.
- Monitor work flow.
- Review and evaluates subordinates.
- Has responsibility over the departments fleet of cars.
- Reviews and analyzes legislation, case law and other regulations which may effect the Assessor's Department.
- Assists in preparing policies, procedures and forms consistent with new laws.
- Communicates changes to other staff.
- Assists in preparing the appraisal budget.
- Assists in budget implementation.
- Prepares a variety of written reports and correspondence as needed.
- Assists in providing a variety of information to the public regarding property appraisal procedures, policies and methods.
- Answers the more technical questions regarding assessments.
- Prepares reports required by the state and federal law.
- Reviews appeal responses.
- Appears on behalf of the Assessor and testifies as an expert witness in appraisal and assessment matters.
- Provides vacation and temporary relief as needed.
- And to do other related work as required.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in both an office and outdoor environments; continuous contact with staff and the public.

## CHIEF APPRAISER – 3

### **KNOWLEDGE OF**

- Theories, principles, goals and objectives of rural, residential, and commercial property principles, terminologies and procedures.
- Provisions of State Constitution, Revenue and Taxation Code and other regulations pertaining to the assessment of real and personal property.
- Principles and practices of rural, residential, commercial, industrial, business, real and personal property appraisals.
- Principles and techniques of supervision and management.
- Computer applications as required of the work.

### **ABILITY TO**

- Plan, prioritize, assign and evaluate the work of appraisal staff.
- Conduct employee training and development.
- Assemble and analyze appraisal data and determine factors affecting the valuation of real property.
- Prepare complex and detailed written and verbal reports.
- Analyze situations accurately and adopting the most effective course of action.
- Perform administrative work including budgeting.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **TRAINING AND EXPERIENCE**

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Equivalent to a Bachelors degree with major coursework in areas of mathematics, statistics, economics, drafting, surveying, engineering, architecture, property management or a related field.

Experience related to the appraiser function which will have provided the knowledge and skills outlined above may be substituted for the education on a year to year basis.

Possession of an Advanced Appraiser's Certificate from the State Board of Equalization.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

2023

# ASSESSOR'S OFFICE ORGANIZATIONAL CHART

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