

PERFORMANCE AUDIT REPORT

Reviewing Staffing in the Department of Revenue's Division of Property Valuation

**A Report to the Legislative Post Audit Committee
By the Legislative Division of Post Audit
State of Kansas
April 1992**

Legislative Post Audit Committee

Legislative Division of Post Audit

THE LEGISLATIVE POST Audit Committee and its audit agency, the Legislative Division of Post Audit, are the audit arm of Kansas government. The programs and activities of State government now cost about \$6 billion a year. As legislators and administrators try increasingly to allocate tax dollars effectively and make government work more efficiently, they need information to evaluate the work of governmental agencies. The audit work performed by Legislative Post Audit helps provide that information.

We conduct our audit work in accordance with applicable government auditing standards set forth by the U.S. General Accounting Office. These standards pertain to the auditor's professional qualifications, the quality of the audit work, and the characteristics of professional and meaningful reports. The standards also have been endorsed by the American Institute of Certified Public Accountants and adopted by the Legislative Post Audit Committee.

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Audits are performed at the direction of the Legislative Post Audit Committee. Legislators or

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PERFORMANCE AUDIT REPORT

REVIEWING STAFFING IN THE DEPARTMENT OF REVENUE'S DIVISION OF PROPERTY VALUATION

OBTAINING AUDIT INFORMATION

This 100-hour audit was conducted by Cindy Lash, Senior Auditor, Ellyn Sipp, Senior Administrative Auditor, and Sharon Patnode, Auditor, of the Division's staff. If you need any additional information about the audit's findings, please contact Ms. Lash at the Division's office.

TABLE OF CONTENTS

SUMMARY OF AUDIT FINDINGS

REVIEWING STAFFING IN THE DEPARTMENT OF REVENUE'S DIVISION OF PROPERTY VALUATION

Overview of the Major Activities of the Division of Property Valuation	3
How Many and What Types of Staff Are Working in the Property Valuation Division, and What Are Their Major Responsibilities?	6
APPENDIX A: Organizational Chart and Positions, Division of Property Valuation as of February, 1992.....	13
APPENDIX B: Professional and Technical Appraisal Positions In the Property Valuation Division 1992.....	17
APPENDIX C: Agency Response	23

REVIEWING STAFFING IN THE DIVISION OF PROPERTY VALUATION

Summary of Legislative Post Audit's Findings

Legislative concerns have been raised in a number of areas about the Division of Property Valuation's staffing needs, responsibilities, qualifications, compensation, and oversight. In order to provide information by the end of the regular legislative session, this audit was able to focus on only one question:

How many and what types of staff are working in the Property Valuation Division, and what are their major responsibilities? The Division has 73.5 positions, two-thirds of which are classified as property appraisers. The remaining staff includes tax examiners, who are involved with appraisal work, as well as administrators and clerical staff. Nearly all staff members met the minimum qualifications for their jobs in 1988 and 1992, the two years we reviewed. Because of position reallocations, the one employee who did not meet minimum requirements in 1992 was not required to do so.

The majority of staff work in the County Appraised Bureau, which provides technical assistance and support to counties, but is not responsible for determining countywide values. Staff in the State Appraised Bureau appraise equipment and property of utilities and motor carriers, and determine tax values. Appendix B lists all positions in the County Appraised and State Appraised bureaus, and shows salaries, education, and job duties for each person in these bureaus. In Cherokee County, as in other counties, the Division's staff provides supervision of the reappraisal effort, but is not responsible for determining countywide property values.

We would be happy to discuss the findings presented in this report with any legislative committees, individual legislators, or other State officials.



Barbara J. Hinton
Legislative Post Auditor

REVIEWING STAFFING IN THE DIVISION OF PROPERTY VALUATION

The Department of Revenue's Division of Property Valuation has five general functions: value all State-appraised property (utilities and motor carriers), supervise local appraisals and prepare personal property and real estate appraisal guides, provide training for potential appraisers, supervise the reappraisal of all locally appraised property, and prepare the sales/assessment ratio study.

In its fiscal year 1993 budget request, the Department asked for 19 additional positions. It proposed to add 8 sales-ratio staff to validate and verify all real estate sales in the State, and 11 field audit staff to visit counties and check compliance with valuation procedures. The Governor recommended that 25 new positions be added to the Division.

Legislative concerns have been raised in a number of areas about the Division of Property Valuation's staffing needs, responsibilities, qualifications, compensation and oversight, as well as about why Division staff did not conduct the additional reappraisal work required in Cherokee County. In order to provide information by the end of the regular legislative session, this audit focused on only one question:

How many and what types of staff are working in the Property Valuation Division, and what are their major responsibilities?

To answer this question, we reviewed information for current staff as well as for staff employed at the beginning of fiscal year 1988 (approximately halfway through the State's reappraisal period), in order to provide a comparison. We reviewed organizational charts for the Division, reviewed personnel files for all professional staff to determine whether they met the minimum qualifications for their jobs, and obtained salary and position information from the State's computerized personnel system. We also interviewed Division officials to identify the functions of each current bureau and section of the Division, as well as the responsibilities of each individual employed in a professional position, excluding staff attorneys. In conducting this audit, we followed the applicable government auditing standards set forth by the U.S. General Accounting Office.

We found that the Division currently employs 73 people, approximately two-thirds of whom are classified as property appraisers. The remainder are primarily tax examiners, clerical staff, and administrators. In both 1992 and 1988, nearly all staff met the minimum qualifications for their positions. We found that the majority of the Division's professional staff provide technical assistance and support to counties. Other

staff determine the value of utilities and motor carriers operating in the State. In Cherokee County, as in other counties, the Division's staff provides supervision of the reappraisal effort, but is not responsible for determining countywide property values. These and other findings are discussed more fully in the report, following an overview of the Division's main areas of activity.

Overview of the Major Activities Of the Division of Property Valuation

The Division is made up of three bureaus - Administration, State Appraised, and County Appraised. The chart on page four shows how the Division is organized. The Administration Bureau consists of the Director, a senior administrator, attorneys, special projects workers, and support staff for the entire Division. The State Appraised and County Appraised bureaus have the majority of the staff. The responsibilities of these bureaus are described below. Appendix A shows the positions assigned to the bureaus.

State Appraised Bureau - Responsible for appraising property of motor carriers and utilities to determine the amount of tax owed.

Motor Carriers Section - Determines the value for all over-the-road equipment registered with the Kansas Corporation Commission by a common or contract carrier. Staff assess the value of equipment registered in Kansas as of January 1st, calculate personal property tax owed by motor carriers, and collect the tax.

Utilities Section - Determines values for utilities, including electric power, railroads, water companies, telephones, pipelines, barge lines, and radio common carriers. Staff analyze data from reports filed by the utility, determine and defend a market value for the entire company, determine what portion of the value should be allocated to Kansas, and determine how that value should be distributed among counties. The Division must certify the assessed values to the counties by June 15th of each year. The counties collect the tax.

County Appraised Bureau - Provides guidelines and technical assistance and supervision to counties in the appraisal of property, but does not have responsibility for final determination of value of locally-assessed properties. Develops and presents training courses for county appraisers.

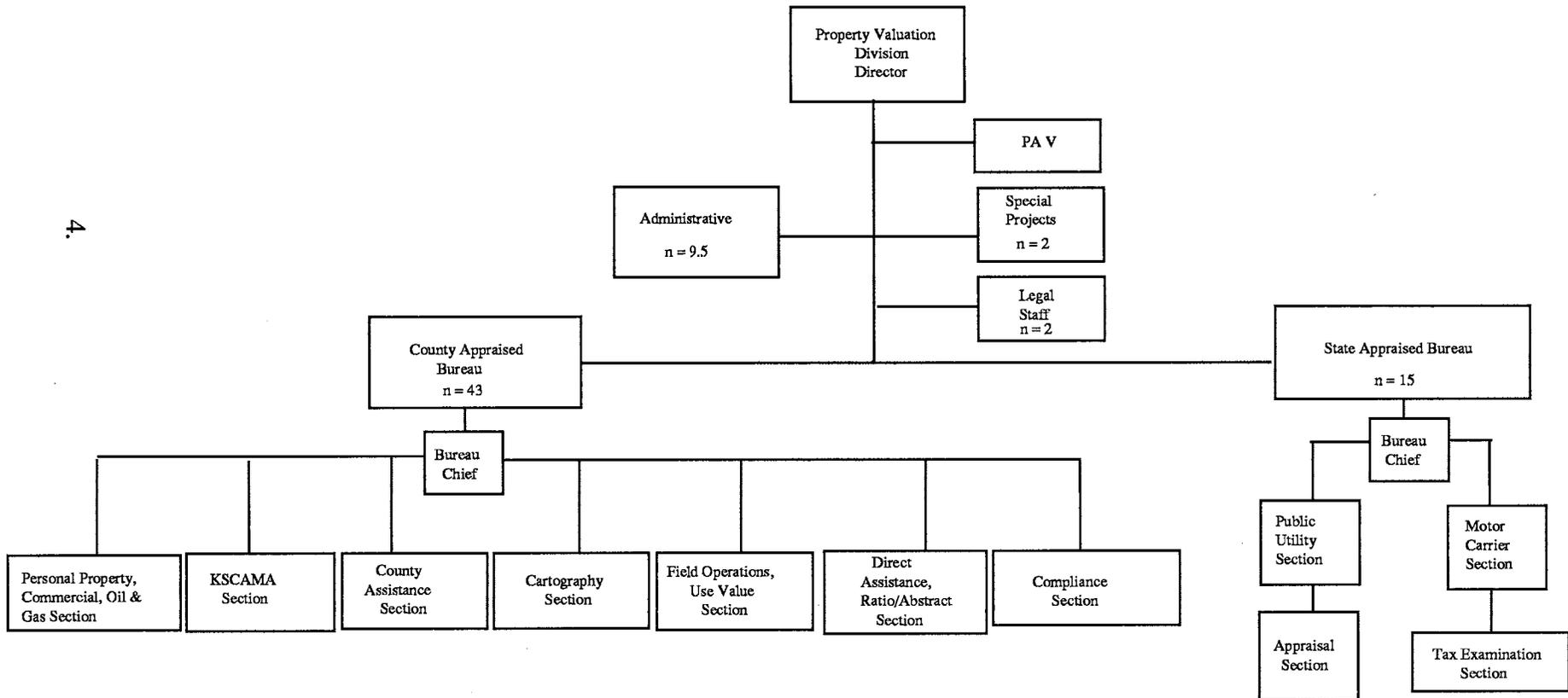
Personal Property, Commercial, Oil and Gas Section - The personal property section develops price guidelines and manuals for county appraisers to use in valuing vehicles, and enters property values annually in the vehicle information computer system (VIPS) for each type of vehicle. The commercial real estate section develops capitalization guides for county appraisers, and establishes rental rates for commercial properties. The oil and gas section gathers data on cost and discount factors, and prepares value guides for county appraisers.

KSCAMA - Provides support to counties on the computer programs used in mass appraisal (CAMA). Trains county employees, including the appraiser, clerk, treasurer, and register of deeds on use of the system. Helps county staff address individual problems.

County Assistance - Assists county clerks, treasurers, appraisers, registers of deeds, and commissioners in improving overall administration of the ad valorem tax system. Develops uniform records systems for the counties, and makes recommendations to counties to modify procedures to help ensure that the overall appraisal, assessment, and taxation processes are applied in a uniform and equal manner.

PROPERTY VALUATION DIVISION

February 1992



4.

n = number of employees

Cartography - Revises specifications for counties to use in maintaining maps. Checks the accuracy of current maps in counties and assists counties in setting up systems to maintain their maps.

Field Operations, Use Value - The field operations section provides direct technical assistance to county staff on appraisal procedures and techniques, and provides the Department's regular oversight of county operations. The use value section collects data on yields and production costs for major crops, and assigns values to different classifications of agricultural land.

Direct Assistance, Ratio/Abstract - The direct assistance section provides assistance to counties having problems with a particular property or subclass of properties. Staff have particular areas of expertise and help county staff address problems in these areas. The sales ratio/abstract section evaluates procedures used by the counties in verifying the validity of sales, and revises and processes data for the sales-ratio study.

Compliance - Performs audits of county appraisal functions. Makes an overall assessment of the entire appraisal function in the county, including the appraiser's office, the clerk, and the treasurer. Responsible for identifying problems in the county, proposing solutions, and working with the counties to carry out those solutions.

How Many and What Types of Staff Are Working in the Property Valuation Division, And What Are Their Major Responsibilities?

The Division of Property Valuation has 73.5 positions, two-thirds of which are classified as property appraisers. The remaining staff includes tax examiners, who are involved with appraisal work, as well as administrators and clerical staff. Nearly all staff members met the minimum qualifications for their jobs. Staff in the State Appraised Bureau appraise equipment and property of utilities and motor carriers, and determine tax values. The majority of staff work in the County Appraised Bureau, which provides technical assistance and support to counties, but is not responsible for determining countywide values.

Most of the Division's Staff Members Are Classified as Property Appraisers

We reviewed personnel files, organizational charts, and information from the State's computerized personnel system to determine how many and what type of staff the Division currently has, whether staff meet the minimum qualifications for their jobs, whether they have college degrees, whether they hold professional certification in their field, and what their salaries and responsibilities are. This information is laid out on a position-by-position basis in Appendix B. We also looked at some of this information for staff employed at the beginning of fiscal year 1988, for comparative purposes. The table on the next page shows the number and type of positions assigned to the Division during the two periods of time.

As the table shows, the number of employees has decreased by 4.5 positions between fiscal years 1988 and 1992. The number of property appraisers has dropped from 58 to 49 positions.

Nearly all staff met the minimum qualifications for their jobs. The Department of Revenue has "classification and examination" authority for positions that are unique to the Department, such as property appraisers and tax examiners. Having such authority means the Department of Revenue's personnel office, rather than the State personnel office, establishes the minimum qualifications for the positions, and determines whether applicants meet minimum qualifications for positions. It also allows the Department to reallocate positions without involvement of the State personnel office. The box on page eight lists the minimum qualifications for property appraiser positions.

Our review of employee files from 1988 and 1992 identified two people in 1988 who did not meet the minimum qualifications for their jobs. In 1992, one person did not meet minimum qualifications, but was not required to because the job was changed

**Number and Types of Positions Assigned to
The Division of Property Valuation**

Number of Positions Position Title	<u>FY88</u>	<u>FY92</u>
Professional Staff		
Accountant III	0	1
Administrative Officer III	0	1
Attorney	1	2
Division Director	1	1
Property Appraiser Trainee	4	0
Property Appraiser I	31	26
Property Appraiser II	6	8
Property Appraiser III	7	4
Property Appraiser IV	9	10
Property Appraiser V	1	1
Revenue Analyst III	1	0
Special Projects	<u>0</u>	<u>2</u>
Subtotal of Professional Staff	61	56
Clerical/Technical Staff		
General clerical, including office assistants and secretaries	12	10.5
Tax Examiner I	5	0
Tax Examiner II	0	5
Tax Examiner III	<u>0</u>	<u>2</u>
Subtotal of Clerical/Technical	17	17.5
Total Staff	78	73.5

through a position reallocation. According to State personnel officials, positions can be reallocated if the duties of the position have changed over time. If a filled position is reallocated, either to a higher or lower level, the person who is in the position goes with the position, regardless of whether he or she meets the minimum qualifications. Presumably, this is because, even if the person doesn't meet the minimum qualifications outlined in the position description, he or she has been doing the job and has demonstrated that he or she is qualified.

Of the professional and technical staff we reviewed in fiscal year 1988:

- 1 Property Appraiser IV needed an additional 20 months of appraisal experience
- 1 Property Appraiser I needed a one-week course in appraisal

Of the professional and technical staff we reviewed in fiscal year 1992, one employee did not meet minimum qualifications, but was not required to do so because the position was received through a reallocation. The Property Appraiser II in this position would have needed an additional 14 months of experience to meet minimum qualifications.

<u>Requirements</u>	Property Appraiser Classifications				
	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>
• Four-year college degree or four years experience in mapping and ad valorem valuation	yes	yes	yes	yes	yes
• Number of 30 clock-hour appraisal courses required	1	2	4	6	8
• Number of years experience in ad valorem appraisal	0	3	5*	7*	10*
• Professional certification as an ASA, MAI, or CAE or four additional years of experience				yes	yes

* Part or all of the experience must be in a mass appraisal setting

None of the property appraiser positions require the employee to have a college degree, if instead they have significant experience in the field of appraisal. Nonetheless, 51 percent of the current property appraisers have a college degree, as did 58 percent in fiscal year 1988. In addition, eight current appraisers hold professional certifications from the Appraisal Institute (MAI), International Association of Assessing Officers (CAE), or the American Society of Appraisers (ASA).

Our review of employees in fiscal year 1988 revealed an instance in which an employee was responsible for supervising her spouse, and completed several performance evaluations on him. This situation does not comply with the current version of K.A.R 1-9-21, which prohibits direct supervision and evaluation of a family member, including a spouse. However, in 1988 the regulation allowed such supervision, at the discretion of the head of the agency. Our review showed that then-Secretary Harley Duncan specifically approved this situation.

Division Staff May Supervise a County's Reappraisal Effort, But They Do Not Perform Countywide Appraisals

In response to the Division's statutory responsibility to provide general supervision to counties to help ensure that all assessments of property are relatively just and uniform, Division staff regularly meet with county appraisers to determine how appraisal work is progressing and to provide technical assistance in handling particular types of problems. As part of their work, staff test a sample of values assigned to properties by appraising the property themselves and comparing their results to the county's assigned value. If significant discrepancies occur, the county may be directed to redo all or a portion of its reappraisal.

Either the Director of the Division of Property Valuation or the Board of Tax Appeals can direct a county to reappraise its property. Under K.S.A. 79-1404, the Director can order county boards of equalization or appraisers to reappraise individual properties or classes of property. Under K.S.A. 79-1413a, the Board of Tax Appeals can conduct hearings based on complaints filed by the county, the Director, or a taxpayer, and can order a county to reappraise any or all of its property if it finds that the current appraisal is not in the interest of the public. The graphic on the next page shows how that might happen.

The Director of Property Valuation has broad powers to supervise county appraisers and county boards of equalization to ensure that valuation, assessment and taxation of property is done in a just and uniform manner. This can involve "taking over" a county; that is, taking supervisory responsibility for the appraiser's office. The Director might find this necessary if the Division's audits showed significant problems in the county, or if the county had acknowledged problems but was not taking adequate steps to correct the problems. In these cases, Division staff may spend several

When Reappraisal Work Must Be Redone

Based on testing a sample of reappraised values.



ORDER TO REDO REAPPRAISAL OF INDIVIDUAL PROPERTY OR A CLASS OF PROPERTY

Based on hearing a complaint from the county, the Director of Property Valuation, or an individual taxpayer.



Board of Tax Appeals

ORDER TO REDO REAPPRAISAL OF ANY OR ALL PROPERTY



THE WORK IS DONE BY:

- ◇ The County Appraiser's staff if a smaller amount of work is required.
- ◇ A contractor if a larger amount of work is required.

days a week, for several months supervising the activities of county staff to ensure that the work is done properly. When counties have to do significant additional reappraisal work, they may either hire an outside contractor, or hire additional in-house staff. Either way, Division staff are not responsible for conducting day-to-day direct reappraisal activities.

Currently, the Division has “taken over” five counties - Cherokee, Douglas, Jefferson, Linn, and Miami. Three of these counties are conducting complete reappraisals. Division staff also are providing direction to a number of counties with less significant problems (such as an entire class of property, or particular area of the county, that had to be reappraised).

Cherokee County is currently undergoing a complete reappraisal. In this case, the County filed a complaint with the Board of Tax Appeals because it was dissat-

isfied with the work carried out by the contractor it hired, Cole-Layer-Trumble. The Division of Property Valuation, under then-Director Terry Hamblin, took the position that Cherokee County should have sued the contractor under its performance contract on a timely basis, rather than ask the Board of Tax Appeals to hear the issue at a time when values were overdue. Upon hearing evidence provided by the County, the Board of Tax Appeals ordered all property in Cherokee County to be reappraised. The Division did not appeal this decision.

The County has contracted with another firm, and is currently being reappraised. By the time the County filed its complaint with the Board of Tax Appeals, it had paid all but 10 percent of Cole-Layer-Trumble's fee. In a subsequent suit filed by Cole-Layer-Trumble against the County, a jury awarded the firm \$1 for the balance of the contract. Cherokee County will be responsible for the entire fee of its new contractor.

In the summer of 1991, the Division asked the Board of Tax Appeals for authority to take over supervision of the reappraisal effort in Cherokee County. The Division is acting as an arbiter between the county appraiser and the new contractor. In this role, the Division has no direct supervisory control over the contractor's staff, but is helping to ensure that reappraisal work is done on a timely basis.

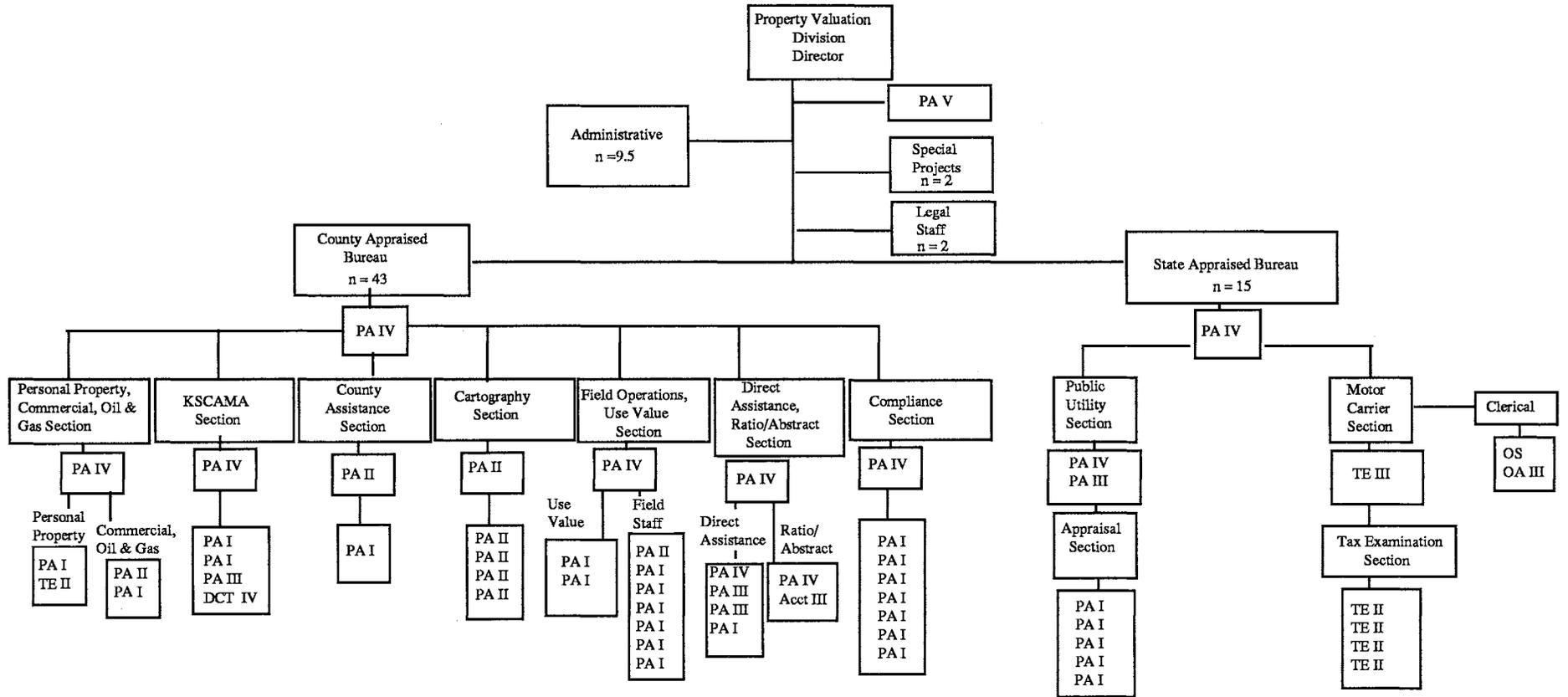


APPENDIX A

Organizational Chart and Positions, Division of Property Valuation as of February, 1992

PROPERTY VALUATION DIVISION STAFFING

February 1992



n = number of employees

- PA = Property Appraiser
- TE = Tax Examiner
- OS = Office Specialist
- OA = Office Assistant
- DCT = Data Control Technician
- Acct = Accountant

APPENDIX B

Professional and Technical Appraisal Positions In the Property Valuation Division 1992

This appendix contains information about the positions in the State Appraised and County Appraised bureaus of the Division as of February 1992. It shows the following information about the person in each position: annual salary, whether the person has a four-year college degree, whether the person is certified as an MAI, CAE or ASA, and whether they meet the minimum qualifications for the position. It also lists the primary job duties associated with each position.

**APPENDIX B
Professional and Technical Appraisal Staff in
the Property Valuation Division
1992**

ADMINISTRATION BUREAU

Section	Position Title	Annual Salary	4-Year College Degree	Professional Certifications*	Meets Min. Qual.	Primary Job Duties
	Director Prop. Val.	68,250	yes		unclassified	Division director
	Property Appraiser V	65,628	yes	ASA	yes	Senior administrator

COUNTY APPRAISED BUREAU

Section	Position Title	Annual Salary	4-Year College Degree	Professional Certifications*	Meets Min. Qual.	Primary Job Duties
Bureau Chief	Property Appraiser IV	53,988	yes		yes	Supervises all sections within Bureau; coordinates work with county commissioners.
Cartography	Property Appraiser II	35,652	no		yes	Supervises cartography staff; rewrites specifications for maintaining maps; coordinates processes with counties.
Cartography	Property Appraiser II	30,792	no		yes	Work in counties, checking accuracy of maps and assisting counties in setting up a system for maintaining maps.
Cartography	Property Appraiser II	30,792	no		yes	
Cartography	Property Appraiser II	30,792	no		no**	
Cartography	Property Appraiser II	35,652	yes		yes	
Compliance	Property Appraiser IV	47,796	no		yes	Supervises audit teams; determines counties to audit; prepares reports of audit findings and assists Director in developing directives to ensure county compliance.

* Member, Appraisal Institute (MAI), Certified Assessment Evaluator (CAE), American Society of Appraisers (ASA)

** employee was not required to meet minimum qualifications due to position reallocation

Section	Position Title	Annual Salary	4-Year College Degree	Professional Certifications*	Meets Min. Qual.	Primary Job Duties
Compliance	Property Appraiser I	26,616	yes		yes	Carry out county appraisal program audits, from initial mapping and data collection to ensuring accuracy of property tax rolls and collections; prepare reports, make recommendations for improvements, and follow-up as needed to ensure implementation of recommendations.
Compliance	Property Appraiser I	26,616	yes		yes	
Compliance	Property Appraiser I	29,328	no		yes	
Compliance	Property Appraiser I	30,072	no		yes	
Compliance	Property Appraiser I	30,792	no		yes	
Compliance	Property Appraiser I	31,560	no		yes	
Compliance	Property Appraiser I	31,560	no		yes	
County Assistance	Property Appraiser I	31,560	no		yes	Assists in providing technical assistance to counties on ways to improve handling of entire ad valorem tax system.
County Assistance	Property Appraiser II	38,376	no		yes	Provides technical assistance to county officials on ways to improve handling of ad valorem tax administration system; develops uniform records systems.
Direct Asst., Ratio/Abstract	Accountant III	37,440	no		yes	Enters county sales, abstract data; conducts analyses to determine effect of changes in procedures or data.
Direct Asst., Ratio/Abstract	Property Appraiser I	37,440	yes	CAE	yes	Helps counties on specific appraisal process problems.
Direct Asst., Ratio/Abstract	Property Appraiser III	40,308	no		yes	Helps counties on specific appraisal process problems; may lead team when Division takes over county office.
Direct Asst., Ratio/Abstract	Property Appraiser III	42,312	no		yes	Helps counties on specific appraisal process problems; may outline directives for corrective action.
Direct Asst., Ratio/Abstract	Property Appraiser IV	52,668	no		yes	Sets up specifications for appraisal and CAMA system; visits counties to address implementation difficulties.
Direct Asst., Ratio/Abstract	Property Appraiser IV	55,308	yes	ASA	yes	Supervises direct assistance, ratio/abstract section; assists county commissioners, responds to problems.
Direct Asst., Ratio/Abstract	Property Appraiser IV	64,020	yes	CAE	yes	Supervises ratio/abstract unit; ensures that studies are done correctly, that correct sales are included, and that correct abstract data are received from counties.

* Member, Appraisal Institute (MAI), Certified Assessment Evaluator (CAE), American Society of Appraisers (ASA)

** employee was not required to meet minimum qualifications due to position reallocation

Section	Position Title	Annual Salary	4-Year College Degree	Professional Certifications*	Meets Min. Qual.	Primary Job Duties
Field Operations, Use Value	Property Appraiser I	26,616	yes		yes	Within a territory, maintains direct contact with the county to provide routine assistance on appraisal process and on-the-spot training.
Field Operations, Use Value	Property Appraiser I	26,616	yes		yes	
Field Operations, Use Value	Property Appraiser I	29,328	no		yes	
Field Operations, Use Value	Property Appraiser I	30,792	yes		yes	
Field Operations, Use Value	Property Appraiser I	30,792	yes		yes	
Field Operations, Use Value	Property Appraiser I	31,560	no		yes	
Field Operations, Use Value	Property Appraiser I	30,072	yes		yes	Collects income, expense data from farmers; analyzes data, makes recommendations on changes in values of agricultural land; oversees data entry.
Field Operations, Use Value	Property Appraiser I	37,440	yes		yes	Collects income, expense data from farmers; analyzes data and makes recommendations on changes in values of agricultural land.
Field Operations, Use Value	Property Appraiser II	43,344	yes		yes	Provides assistance, training to counties in a territory; assists with problems in other territories.
Field Operations, Use Value	Property Appraiser IV	64,020	no	MAI	yes	Supervises field operations and use value staff; reviews data and finalizes values on farm acreage.
KSCAMA	Data Control Tech. IV	26,616	no		yes	Performs data entry, generates routine, special reports.
KSCAMA	Property Appraiser I	26,616	no		yes	Assists counties with technical problems with appraisal computer system; assists in writing specifications.
KSCAMA	Property Appraiser I	30,792	no		yes	
KSCAMA	Property Appraiser III	42,312	yes		yes	Assists counties with technical problems with appraisal computer system; lead specification writer.
KSCAMA	Property Appraiser IV	52,668	yes		yes	Supervises KSCAMA staff; ensures implementation of computer programs, liaison to contractor on program changes; chief liaison with counties.

* Member, Appraisal Institute (MAI), Certified Assessment Evaluator (CAE), American Society of Appraisers (ASA)

** employee was not required to meet minimum qualifications due to position reallocation

Section	Position Title	Annual Salary	4-Year College Degree	Professional Certifications*	Meets Min. Qual.	Primary Job Duties
Personal Property, Commercial, Oil and Gas	Property Appraiser I	26,328	no		yes	Assists in gathering data for commercial real estate and oil and gas guides.
Personal Property, Commercial, Oil and Gas	Property Appraiser I	37,440	yes	CAE	yes	Researches sources of information for vehicle values; develops Statewide vehicle value guidelines.
Personal Property, Commercial, Oil and Gas	Property Appraiser II	38,376	yes		yes	Investigates actual values of property and develops guidelines for county appraisers to use in valuing commercial property and oil and gas.
Personal Property, Commercial, Oil and Gas	Property Appraiser IV	64,020	yes	MAI	yes	Supervises staff in this section; provides technical assistance on difficult commercial appraisals.
Personal Property, Commercial, Oil and Gas	Tax Examiner II	18,912	no		yes	Enters vehicle values into VIPS system; provides technical assistance to county treasurers on values of personal property.
STATE APPRAISED BUREAU						
Section	Position Title	Annual Salary	4-Year College Degree	Professional Certifications*	Meets Min. Qual.	Primary Job Duties
Bureau Chief	Property Appraiser IV	60,984	yes	ASA	yes	Supervises all sections of the State Appraised Bureau.
Motor Carrier Section	Tax Examiner II	18,912	no		yes	Review motor carrier property rendition for completeness and accuracy; assign values to individual pieces of equipment; enters administrative, value data into computer.
Motor Carrier Section	Tax Examiner II	21,372	no		yes	
Motor Carrier Section	Tax Examiner II	21,888	no		yes	
Motor Carrier Section	Tax Examiner II	22,980	no		yes	
Motor Carrier Section	Tax Examiner III	22,980	yes		yes	Supervises motor carrier section staff; maintains motor carrier database, programs, and forms; generates corrective/compliance/enforcement correspondence.

* Member, Appraisal Institute (MAI), Certified Assessment Evaluator (CAE), American Society of Appraisers (ASA)

** employee was not required to meet minimum qualifications due to position reallocation

Section	Position Title	Annual Salary	4-Year College Degree	Professional Certifications*	Meets Min. Qual.	Primary Job Duties
Public Utility Section	Property Appraiser I	vacant				
Public Utility Section	Property Appraiser I	29,328	yes		yes	Gather, analyze, and make "treatment" judgments related to information on rendition forms submitted by utilities; verify data using regulatory reports; develop, apply cost manuals; research capitalization rates, industry statistics, and company history; produce draft appraisal with appropriate value indicators.
Public Utility Section	Property Appraiser I	31,560	yes		yes	
Public Utility Section	Property Appraiser I	35,652	yes		yes	
Public Utility Section	Property Appraiser I	37,440	yes		yes	
Public Utility Section	Property Appraiser III	44,424	yes		yes	Supervises the technical appraisal work of section staff; analyzes data, forecasts trends, maintains motor carrier database; makes recommendations on value.
Public Utility Section	Property Appraiser IV	vacant				

* Member, Appraisal Institute (MAI), Certified Assessment Evaluator (CAE), American Society of Appraisers (ASA)

** employee was not required to meet minimum qualifications due to position reallocation

APPENDIX C

Agency Response

On March 31, 1992, we provided copies of the draft audit report to the Department of Revenue. Their response is included as this Appendix.

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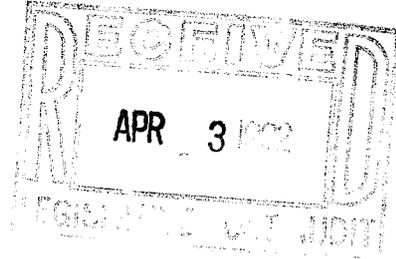


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April 3, 1992

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8th & Jackson
Topeka, Kansas 66612



Dear Ms. Hinton:

The Department of Revenue hereby submits its response to the performance audit report, Reviewing Staffing in the Division of Property Valuation.

Certainly, the staffing issue is of utmost importance to the successful fulfillment of the Division's role of supervising the appraisal of Kansas property. The Department of Revenue is committed to maintaining a staff of qualified, professional property appraisers. This entails having an effective policy of hiring, training, and promoting the best appraisers available. We are also striving, within budgetary constraints, to support our appraisal staff with the training necessary to ensure that they can provide the assistance needed so desperately by county appraisers throughout Kansas.

The Department of Revenue appreciates the efforts of the committee and the professionalism displayed by the auditors. If we can be of further assistance in this evaluative process, please let us know.

Sincerely,

A handwritten signature in cursive script that reads "Mark Beshears".

Mark Beshears,
Secretary of Revenue

