



City of Waukesha
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Committee: HR Committee	Date: 5/15/2024
Common Council Item Number: 24-9805	Date: 5/21/2024
Submitted By: Samuel A Walker, City Assessor	City Administrator Approval: 05/10/2024
Finance Department Review: Click here to enter text.	City Attorney's Office Review: Click here to enter text.
Subject: Request to amend the Assessor's B-16 Staffing	

Details:
Request to amend the City Assessor's B-16 as follows:

Split the current full time Real Property Lister into a full time Appraiser and part time Real Property Lister.
Reclassify the Clerical Assistant to a Sales Analyst position.
Eliminate the Senior Appraiser position.

All costs would be covered through the reorganization and would not increase personnel costs. We would request these changes are made once the current Real Property Lister retires at the start of June.

Options & Alternatives:
Due to the two most experienced and technical employees retiring, a reorganization is needed to fulfill all statutory duties efficiently and accurately. Not reorganizing the office risks the level of service we are able to give with the resources currently available.

Financial Remarks:
[Click here to enter text.](#)

Executive Recommendation:
[Click here to enter text.](#)