

****All present are expected to conduct themselves in accordance with our City's Core Values****



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal, Corporation, or Sub-unit thereof.

Meeting of the:	Human Resources Committee
Date/Time:	Monday, June 9, 2025 at 4:45 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens, Vicki Tierney

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of May 12, 2025 Minutes.
- 2) Human Resources Report for May 2025.
- 3) Discussion and Possible Action to Approve the Reclassification of Selected Jobs in the City of Wausau Assessment Department.
- 4) Adjourn to **Closed Session** pursuant to Wis. Stat. § 19.85(1)(f) - Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Specifically, preliminary consideration of a complaint filed against certain City personnel pursuant to Section 2.06.040 of the City of Wausau Municipal Code.
- 5) Adjournment.
Becky McElhaney, Chairperson

Members of the public who do not wish to appear in person may view the meeting live over the internet on the City of Wausau's YouTube Channel <https://tinyurl.com/WausauCityCouncil>, or live by cable TV, Channel 981. Any person wishing to offer public comment who does not appear in person to do so, may e-mail lisa.nowak@wausauwi.gov with "Human Resources Committee public comment" in the subject line prior to the meeting start. All public comment, either by e-mail or in person, if agendaized, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 6/04/2024 at 10:00 AM

Questions regarding this agenda may be directed to the Human Resources Office at (715) 261-6630.

It is anticipated that each item listed on the agenda may be discussed, referred, or acted upon unless it is noted in the specific agenda item that no action is contemplated. It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above-mentioned meeting to gather information. **No action will be taken by any such group at the above-mentioned meeting other than the committee specifically referred to in this notice.**

"In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call Human Resources at (715) 261-6630 or the City's ADA Coordinator at (715) 261-6620 or e-mail clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation."

Other Distribution: Alderpersons, Mayor, Department Heads, Union Presidents.

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: May 12, 2025, at 5:00 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens,
MEMBERS ABSENT: Vicki Tierney
Also Present: Mayor Diny, Lisa Nowak, Dust Kraege, Kaitlyn Bernarde, Matthew Barnes

Approval of April 9, 2025 Minutes.

Motion by Martens to approve the April 9, 2025 Human Resources Committee meeting minutes. Second by Kilian. All ayes. Motion passed 4-0.

Human Resources Report for April 2025.

No questions were brought forward.

Discussion and Possible Action to Amend the Fleet Safety Policy.

Dustin Kraege explained that they have inspection cards in all the fleet vehicles. Since the fleet has newer vehicles, Kraege said that filling out inspection cards for the light fleet vehicles that don't fall under the requirement of having a commercial driver's license to use, they would like to remove the inspection cards from these vehicles. The employees will still need to do safety checks to make sure the vehicle is safe to drive.

Kilian questioned removing the language of the supervisor conducting annual and random license checks. Kraege said that he removed this language because Human Resources does annual license checks with the Clearinghouse and also reports any changes received to the supervisor; this is not done by Public Works. Employees are still required to notify their supervisor of any changes.

Motion by Martens to approve the amendments to the Fleet Safety Policy. Second by Gisselman. All ayes. Motion passed 4-0.

Discussion and Possible Action to Approve Adjusted Summer Hours Pilot.

McElhaney said that this item was brought back from last month, and the committee had asked for some items to be vetted.

Nowak explained that the updated information in the packet included ways in which the City could collect data from the public year-round to get an idea of how the residents feel about the pilot and adjusting hours. Also included was transaction data for 2023 and 2024 compiled by the Customer Service department, followed by information for hours of other municipalities and counties compiled by the Human Resources department. Nowak said that most have

adopted year-round hours after doing summer hours, and though she's not suggesting this, to realize that it might be a possibility in the future to provide a better work-life balance for employees.

Kilian asked how Nowak would reach out to non-English speaking residents. Nowak said that she would personally find ways to reach out to non-English speaking residents and that working with schools and PTO groups will be a first step to finding ways to reach these citizens. Kilian asked if information included with water bills would be in different languages as well, and Nowak said that she would like to be able to do this as well.

Gisselman asked when the suggestions for communication and surveys would be done, as the initial request was for the summer hours to start after Memorial Day, which doesn't leave a lot of time to get the word out and collect feedback. Nowak said that the timeline is not ideal, but that if this item is approved, she will work with staff to ensure that communication and surveys are available as soon as possible.

Kilian said that she has received unsolicited feedback from 5-6 residents last year who were unaware and upset that City Hall was closed last summer, and 2 phone calls recently from residents who are against summer hours. Kilian said the feedback was strong and the feeling was that employees are paid by the residents to be at City Hall from 8:00 to 4:30 and that if someone wants to be off on Friday they should use vacation.

McElhaney invited Kaitlyn Bernarde up to speak. Bernarde said that a lot of staff request to be off on Fridays, and by shifting the hours open to the public as proposed, residents should receive better customer service when City Hall is open. Kilian said that she appreciated Bernarde's response, but to keep in mind that the feedback Kilian received was from residents and was not her own, and that if City Hall was open on Fridays, residents would be provided with good customer service. Bernarde said that recently, with their department being short-staffed, one employee was scheduled off and one called in sick, which then put them in a position of having to pull someone to work the front counter.

Motion by Martens to approve Option 1. McElhaney clarified that Option 1 is 7:15 a.m. – 4:30 p.m., Monday through Thursday, Friday 7:15 a.m. – 12:15 p.m.

Gisselman asked why the opening hours would change to 7:15 a.m. during the summer and suggested that the opening time should be the same all year-round for consistency, whether it be 8:00 a.m. or 7:30 a.m., and doesn't think that opening at 7:15 a.m. makes sense. Bernarde said that the hours came from the Employee Relations Committee and that staff preferred to start earlier instead of stay later. Bernarde explained that several other departments such as DPW and Water start earlier.

Kilian said that residents who start work at 8:00 a.m. or earlier won't or cannot come to City Hall at 7:15 a.m. and believes that this doesn't serve the residents well. Bernarde said the hours open already overlap with many people's schedules, but since this idea was brought

forward in 2021, several other options have become available for people to conduct their business without coming into City Hall, such as the drop box and online payments. Bernarde said that Eau Claire is open extended hours on Monday and closed on Friday, and maybe after data is collected, other options could be looked at that would provide work-life balance for 2026 or year-round.

McElhaney said that she will not vote for this because she is afraid of what it may turn into, as first the discussion was about a pilot, then summer, and now year-round. McElhaney asked about Municipal Court and their hours. Bernarde said that if hours are changed temporarily, they just need to post this on the website, but if hours were permanently changed, an ordinance change would need to be done.

Kilian asked if the pilot program could be delayed and resident input could be gathered first; get resident input this year and then do a pilot program next year? Bernarde suggested shortening the pilot program this year to start after July 4th as an option, allowing for collection of some pre-data and giving more time to communicate the change in hours.

Chief Barnes said that last year he did not allow the clerical staff to participate in the summer hours, and that staff communicated with him their desire to be included. Barnes said he told his staff that if council passes this item, he is willing to try it, but that he will expect data to be collected of how many people are serviced between 7:15 and 8:00 in the morning, and if they are creating more or less opportunity for residents. Barnes said that he is willing to try it and provide information to the council of the information gathered.

Gisselman agreed with starting the pilot after July 4th to have more time to get survey information and communication out. Bernarde said that changing the start date would also allow time for the item to go to Council and be included in the summer newsletter.

Second by Gisselman approve Option 1 with amendment to do the pilot from July 4th to Labor Day holiday. Motion passed 3-1 (*Kilian was the dissenting vote*).

Adjournment.

Motion to adjourn by Kilian. Second by Martens. The meeting adjourned.

Rebecca McElhaney
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=Vr4mnYizlhc>



HR PERFORMANCE REPORT

Core Services

Classification & Compensation

Open Reclassification Requests

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date
City Assessor	(10) \$78,520.00 - \$117,748.80	City Assessor	(5) \$96,948.80 - \$145,412.80	2024
Deputy City Assessor	(15) \$60,070.40 - \$90,064.00	Deputy City Assessor	(12) \$70,033.60 - \$105,081.60	2024
Senior Property Appraiser	(17) \$53,747.20 - \$75,233.60	Property Appraiser II	(16) \$58,572.80 - \$81,952.00	5/2025
Property Appraiser	(18) \$49,732.80 - \$69,659.20	Property Appraiser I	(17) \$53,747.20 - \$75,233.60	5/2025

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied/Canceled
42	34	3	6

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
4	1		1

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
9	2	7



HR PERFORMANCE REPORT

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
CDA	Head	Indemnity	Closed	01/13/25
Fire	Finger	Medical	Closed	01/28/25
DPW	Eye	Medical	Closed	02/06/25
Police	Privacy	Medical	Open	02/28/25
DPW	Shoulder	Medical	Closed	03/04/25
Police	Hand	Medical	Open	04/26/25
DPW	Eye	Medical	Open	05/06/25
Assessment	Ankle	Indemnity	Open	05/06/25
DPW	Knee	Medical	Open	04/04/25

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Neck	Medical	Open	11/19/24
Fire	Foot	Indemnity	Open	09/06/24
Police	Ankle	Medical	Open	06/18/24
Fire	Feet	Indemnity	Open	03/19/24
Police	Knee injury	Indemnity	Open	05/14/23
Police	Wrist	Medical	Reopened	05/03/23
Police	Hand/Shoulder	Indemnity	Open	01/17/23

Employee and Labor Relations

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances

Open Grievances

Employee Name	Union	Issue	Date Filed	Status



HR PERFORMANCE REPORT

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status

Recruitment & Selection

New Hires

Employee Name	Department	Job Title	Hire Date	Separation Date
Molly Shnowske	Police	Police Officer	1/10	
Savannah Reed	Police	Police Officer	1/10	
Daniel Rich	Fire	Firefighter/Paramedic	1/20	
Matthew Bahr	Fire	Firefighter/Paramedic	2/03	
Ethan Kariger	Fire	Apprentice Firefighter/Paramedic	2/03	
Jess Myerscough	Fire	Apprentice Firefighter/Paramedic	2/03	
Dallas Pagel	Wastewater	Collection System Technician	2/17	
Amanda Goetsch	Police	Administrative Assistant II	3/03	3/04
Nicharee Kasamwat	Finance	Accountant – Revenue	3/03	
Dawson Stapleton	Wastewater	Wastewater Plant Operations Technician	3/03	
Jared Jacobs	Fire	Apprentice Firefighter/Paramedic	3/03	
Nathaniel Cumberland	Fire	Apprentice Firefighter/Paramedic	3/03	
Matthew Sitte	Fire	Apprentice Firefighter/Paramedic	3/17	
Matthew Kell	DPW-Maintenance Div.	Building Maintenance Technician	3/17	
Riley Humphrey	Fire	Apprentice Firefighter/Paramedic	3/17	
Dustin Gessert	Water	Water Distribution Maintainer	3/17	4/25
Brook Jorgensen	Metro Ride	Bus Operator II	3/31	
Brenda Lee	Police	Administrative Assistant II	4/14	
Lisa Nowak	Human Resources	Human Resources Director	4/14	
Amy Bolder	CD Authority	Housing Project Coordinator	4/28	
Breanna Smith	Metro Ride	Bus Operator II	4/28	
Carrie Edmondson	Community Development	Assistant City Planner	4/28	
Cory Hanson	Fire	Firefighter/Paramedic	5/12	
Thomas Schumacher	Mayor’s Office	Executive Assistant	5/12	



HR PERFORMANCE REPORT

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
21	17	3	1

Separations by Department for 2024 YTD

Assessment - 1	Engineering - 1	Maintenance - 1	Water - 2
Clerk/Finance – 2	Human Resources - 1	Mayor’s Office - 1	Metro Ride - 1
Police -5	Fire - 1	Public Works - 3	CD/CDA - 2

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Andrew Lynch	Assistant City Planner	Economic Development Manager	Randy Fifrick	2/17
Shahn Kariger	Fire Lieutenant Inspector	Fire Prevention Division Chief	Brian Stahl	3/03
Ronald Schuenke	Transit Maintenance Supervisor	Deputy Transit Director	Megan Newman	3/09
Justin Major	CSO	CSO II	New Position	3/24
Matthew Gouin	CSO	CSO II	New Position	3/24
Kevin Marulli	Street Maintainer	Equipment Operator	Nicholas Bradfish	5/15
Frank Ortegon-Ramirez	Bus Operator I	Bus Operator II	Jacob Will	5/25
Brad Ludwig	Firefighter/Paramedic Inspector	Fire Lieutenant Prevention	Shahn Kariger	5/25
Thomas Bauer	Transit Operations Supervisor	Transit Maintenance Supervisor	Ronald Schuenke	5/25

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Administrative Assistant II – Com. Dev.	1	5/21	Closes 6/05
Administrative Assistant III – Finance	1	2/27	No hire from previous recruitment; Closed 5/11/24. In Process
City Surveyor	1	1/07	Recruitment Closed 5/31 (extended from 3/31; no qualified applicants). Repost until filled.



HR PERFORMANCE REPORT

Community Communications Specialist	1	8/13	Closes 6/12
Firefighter/Paramedic	1	3/03	One candidate in process
Municipal Fleet Technician	1	4/04	Interview in process
Street Maintainer	1	5/07	Closed 5/12. In Process
Property Appraiser	1	1/22	Closes 5/07
Water Distribution Maintainer	1	4/25	Closed 5/13. In process
Water Treatment Operations Supervisor	1	New Position	Closed 5/27. In process
Water Plant Operator	1	5/09	Closes 6/05

Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status
Assistant City Attorney	2	7/19/24, 11/13/24	No selection from last recruitment. Recruitment information from 2023-2024 provided to City Attorney for review. Awaiting decision for any revisions to repost.
Property Appraiser	1	1/22	Waiting to repost until after reclassification request.

Vacation Accrual Exceptions

Employee Name	Current Accrual Maximum Cap	Cap Waived Until (Date)	Reason for Waiver
MaryAnne Groat		Worked out a plan with mayor to get under cap within 3 years	ERP project needs
Jennifer Norton		12/31/24	ERP project needs
Jennifer Kannenberg		12/31/24	ERP project needs
Anne Keenan		04/01/25	Called in on vacation day
Rick Rubow		Worked out a plan with the mayor	Staffing Issues
Peggy Steinke		6/1/2025	Work on Adaptive Budgeting and ADP payroll implementation



HR PERFORMANCE REPORT

Handbook Modifications

Section Modified	Modification	Date
5.15	Adjusted amount for cold weather gear	01/19/25
5.15	Added language for safety glasses and reimbursement	01/28/25
5.10	Added language for utility incentives	01/28/25
1.01	Added language for EEO	02/25/25
8.04	Added additional leave only bank	02/25/25

Employee Recognitions – Discretionary Performance Incentives

Last Name	Job Title	Dept	Reason	% Increase-Base	Lump Sum Increase	Other Incentive	Date Issued
Scheffler	Admin Asst III	metro	goes above and beyond daily and assists with being short staffed.	1.5%			3/16/25

Human Resource Committee Packet

June 9, 2025

Agenda Item
Discussion and possible action approving the reclassification of selected jobs in the City of Wausau Assessment department.
Background
In September of 2023 the City of Wausau engaged in a compensation study which sampled various jobs within the City. Jobs that did not have benchmark data were individually slotted. The analysis of the tasks and duties explained in the packet illustrates a more accurate depiction of the scope of the Assessment Department roles.
Fiscal Impact
\$54,662.20
Staff Recommendation
Reclassify the City Assessor position to the appropriate grade 5, Property Appraiser I to grade 17, Senior / Property Appraiser II to grade 16, and Deputy City Assessor to grade 12.
Staff contact: Lisa Nowak (715-261-6634)

Background Summary

Gallager conducted a comp study in June of 2023, which impacted certain jobs. 53 jobs were selected out of 124 unique job titles. This process was not the same as the comprehensive 2018 compensation analysis conducted, as noted in the September 2023 Human Resources Committee Packet memo.

When there is not enough data collected to be used in Gallagher’s proprietary calculation method, manual “slotting” of a position occurs to make the structure whole. Methodologies and applications range in assessing internal alignment. This can happen for various reasons, for example, job titles not aligning with job tasks and duties, rendering ill-matched jobs and unreliable data.

The manual slotting and grading rubric utilized is unknown in documentation, however anecdotally I’ve learned that the philosophy applied to the Assessment Department is that they are mandated by laws and regulations, therefore do not require capabilities such as independent discretionary judgement skills or authority and were relegated to a lower-ranking job grade.

2023 Assessor’s Department Raw Data Summary

Property Appraiser		2080	n/a	n/a	n/a	n/a	
City Assessor		2080	n/a	n/a	n/a	n/a	
Property Appraiser		2080	n/a	n/a	n/a	n/a	
City Assessor	NOT A CITY EMPLOYEE	2080	n/a	n/a	n/a	n/a	
Property Appraiser	NOT A CITY EMPLOYEE	2080	n/a	n/a	n/a	n/a	
City Assessor	Treasurer (Elected)	2080	n/a	n/a	n/a	n/a	Elected - Salary set by resolution
Property Appraiser	No similar position	2080	n/a	n/a	n/a	n/a	
City Assessor		2080	n/a	n/a	n/a	n/a	
Property Appraiser	Property Appraiser	2080	n/a	46363.2	52124.8	57886.4	
City Assessor	City Assessor	2080	68734	n/a	68734	n/a	
Property Appraiser	Property Appraiser I	2080	n/a	48073.38	59671.77	71270.16	
City Assessor							
Property Appraiser							

*Data-source identifying information removed

Ultimately the Assessment Department was not included in any data-driven decision-making in this compensation exercise. Survey data illustrated variables such as other municipalities contracting services out (which cannot be considered for a market match), they were not city employees, or they were elected into their positions and their salaries were set by resolution.

City Assessor

In analyzing crowdsourced data, enclosed in this packet, I’ve found ranges reported through MAAO, WAAO, CVMIC, and other municipalities where pay is starting as low as \$75,884 and ranging upwards of \$149,748 annually. This speaks to the variances in job duties performed by those who may hold the same title but have less responsibility and independent discretionary authority. Qualifications used to benchmark against this role are as follows:

Bachelor’s degree in Real Estate, Appraisal, Public Administration, or Accounting with 10 or more years of experience in commercial/residential valuation is required. At least three years’ experience valuing complex commercial properties and six years’ experience working with a mass appraisal computer-based valuation system is preferred. Any combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.

- Certification from the Wisconsin Department of Revenue as an Assessor II is required.
- Must have a valid Wisconsin motor vehicle operator's license.

Using an internal-equity approach, the current City of Wausau Directors are in grade 5 (except Public Works and City Attorney), and the City Assessor should fall in line with this peer group.

Deputy Assessor

The Deputy Assessor is currently slotted at a grade 15; where their peers Assistant Finance Director and Deputy Transit Director are in a grade 12. Given the range collected from internally-collected data also falls in this range, \$76,440 - \$93,330, I recommend this position fall in line as well.

Property Appraiser

All Assessment staff need to be state certified to work in any capacity within an Assessment department. For candidates with zero appraisal experience, we provide the training on state laws affecting assessments and training on professionally accepted appraisal practices. (§70.32). This fact alone lends itself to the necessity of creating job levels within the Property Appraiser category. To learn and understand the assessment process takes a new inexperienced appraiser over three years to be competent. This would constitute an Appraiser I position. As one becomes more familiar with the role, their career trajectory will logically be an Appraiser II, consisting of more responsibility and autonomy. These independent judgments calls require skill and experience, and can have severe consequences to the department and the municipality when performed wrong. Therefore, it is extremely important to have qualified appraisal staff to perform fair and equitable valuations.

Assessment Technician

This position yields no change at this time.

Assessor Certification

Under state law (sec. [73.09](#), Wis. Stats.), each individual who completes assessment work must have an assessor certification from the State of Wisconsin. Certification helps ensure a minimum knowledge of those who complete assessment work.



Thinking about making a career change or pursuing a career in real estate assessment? Watch our video [How to become an assessor](#) to see how easy it can be to begin a career in property assessment.

Video: [How to become an assessor](#) (9:28 min.)

Five Levels of Assessor Certification in Wisconsin

1. Assessment Technician
2. Property Appraiser
3. Assessor 1
4. Assessor 2
5. Assessor 3

Required Certification Level

Each town, village, and city has an assessor with a specific certification level depending on the property's complexity. See [Chapter 2 of the Wisconsin Property Assessment Manual](#) for a list of assessor certification levels by municipality.

Certification level required is determined by the work:

- Each certification level is authorized to complete specific types of assessment work
- The assessment work is progressively more complex as the level of certification becomes higher
- An individual certified at the higher level is allowed to perform work of any lower level certification. An exception is the Assessor 3 level. An Assessor 3 can only perform work associated with the Assessor 3 certification.
- Assessor Certification is not required for clerical work.

To address the philosophical rubric utilized in the previous compensation exercise, below are some FAQ's compiled:

1. Who oversees real estate property tax exemptions and has the authority to accept or deny?

- By Wisconsin statute only the City Assessor can make the determination if a property is exempt from real estate assessments.

2. Who can override the City Assessor's authority on tax exemptions or valuation?

- Wisconsin Statutes §74.35 (5) requires the taxpayer to file a claim for Recovery of an Unlawful Tax on the City Clerk by January 31 in the year seeking recovery. The municipality can accept or deny the claim. By accepting the claim, the municipality is only forgiving the property tax that was imposed that year on the property. The action does not exempt the property from taxation in that year or in future years. The action does not require or force the assessor to change the property classification from taxable to exempt or its value. The municipality can only forgive the tax for the year claimed and the assessment remains.
- If the claim is denied, under the same statute above or under Wis. Stat. §74.37 (Claim on Excessive Assessment) the property owner would have to bring litigation in the form of a lawsuit to circuit court against the municipality. Circuit court is the only authority that can overrule an assessor's determination that a property was not exempt from property taxes. Under Wis. Stat. §74.37, circuit court also has the authority to change the assessment through litigation. This can have major monetary implications to a municipality. As lawsuits of this type typically take several years to settle it exposes the municipality to very large

attorney fees for the defense of the assessment. It is not uncommon for the repayment of property taxes to be in the hundreds of thousands, which exposes the city to unbudgeted repayment expenses. For example, a million dollar change in assessed value in 2024 is equal to \$19,330 dollars in taxes, multiplied by the number of years to have the case heard, or to settle the valuation in mediation.

3. Can anyone object to how a property was assessed that is not owned by them?

- No. Only the property owner or the property owner's agent can ask how a property was assessed and are allowed to file an objection to the value. §70.47 (7)(a)

4. Who can change an Assessor's valuation on any property if objected by the property owner?

- Board of Review based on oral testimony and documentation.
- Department of Revenue if the property is under 1 million in valuation.
- Circuit Court
- The municipalities governing body can only forgive the tax and cannot change the assessment.

5. Who can change an Assessor's valuation on any property that was not objected by the property owner?

- No one can dictate or advise the Assessor as to what the value of a property should or shouldn't be prior to signing the assessment roll.

6. Who can change an Assessor's submission to the Department of Revenue of the Municipal Assessors report filed for taxation?

- No one can file or amend the Municipal Assessors report except the statutory Assessor or assessment staff who are designated to the Department of Revenue.

7. Who at a municipality checks the Assessors work, gives the Assessor direction, informs them on law changes and how to implement changes in appraisal law and filing requirements that can have a negative impact on the municipality?

- No one. There are no persons elected or non-elected in a municipality that gives the City Assessor direction. The City Assessor is required to be informed on law changes that affect the municipality and their work. The Department of Revenue expects the Assessor to research the topic and decide based on their best judgment on the implementation. The Department of Revenue is a resource to make informed decisions that can have negative consequences to a municipality.

8. Can a municipality, the governing body or Mayor direct an Assessor to re-value a property?

- No. It would be unethical for them to do so. The City Assessor is independent of political pressures to value.

9. Can the governing body or Mayor direct the Assessor on when to submit the Municipal Assessor Report, when to have Open Book or Board of Review?

- No. Wisconsin chapter 70 of the state statutes states the time frame when reports need to be submitted. It is the sole discretion of the City Assessor to meet any deadlines in statutes.

10. Who has the authority to discipline an Assessor for assessment practice violations or fraudulent valuations?

- Wisconsin Department of Revenue has the authority to suspend, censure or revoke an Assessor's certification.
- Under Wis. Statute §70.501 there are forfeiture penalties for intentionally fixing valuations.
- Under Wis. Statute §70.503 the City Assessor can be held civilly liable for damages to any person who sustained a loss or injury for tortious or wrongful acts. This statute also applies to all Assessment Department staff.

For Consideration

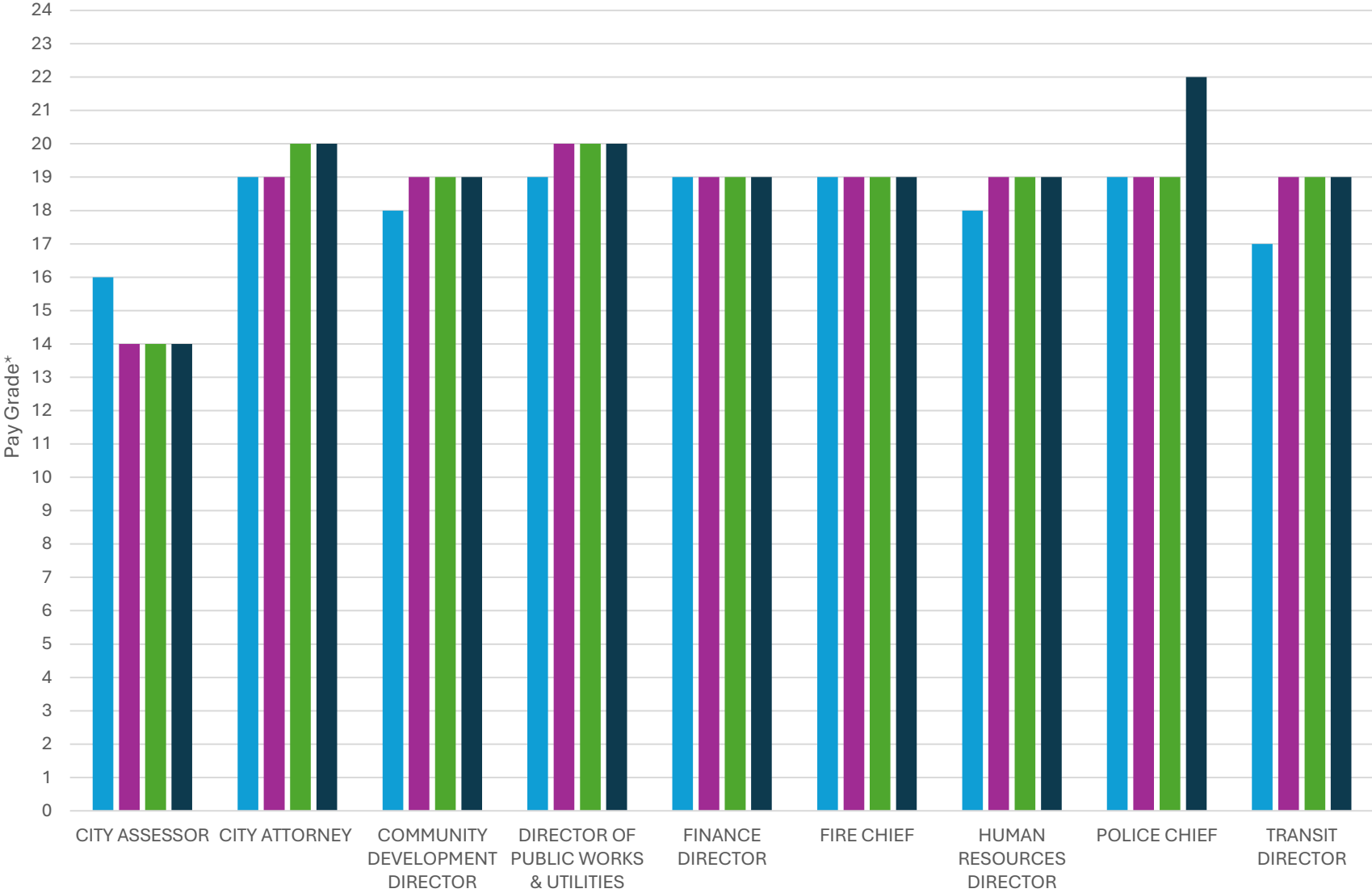
The current City Assessor's qualifications surpass those benchmarked nation-wide. The City Assessor holds a Certification from the Wisconsin Department of Revenue as an Assessor III – far more qualified than the benchmarked Assessor II. The City Assessor has been appointed by the Governor and confirmed by the Senate to serve as the only Assessor Member on the Real Estate Appraisers Board for the State of Wisconsin. He is also the Monitoring Liaison for disciplinary orders.

Internally-collected data

	DATE	CITY	Minimum CERT	SALARY	SALARY RANGE		AVERAGE	
PROPERTY APPRAISER								
Property Appraiser I	10/29/2023	Madison	Assessment Tech	\$30.98			\$30.68	\$38.67
Property Appraiser	8/25/2023	New Berlin	Assessor 2		\$25.92	\$35.00		
Appraiser 1	2/9/2023	Village of Pleasant Prairie	Assessor 1		\$29.55	\$35.46		
Appraiser Commercial	5/13/2022	Kenosha	Assessor 2		\$29.79	\$38.31		
Property Appraiser I	9/4/2022	Janesville	Property Appraiser	\$23.11				
Property Appraiser Commercial	1/7/2021	Fitchburg	Assessor 2		\$33.36	\$38.12		
Senior Appraiser	4/5/2020	Fitchburg	Assessor 2		\$32.70	\$37.37		
Property Assessment Specialist (PAS)	11/13/2023	DOR	Trainee (Assessor 2)	\$28.59				
Property Assessment Specialist(PAS- J)	11/13/2023	DOR	Assessor 2		\$28.49	\$33.87		
Property Appraiser 1	4/7/2024	Brookfield	Trainee (Assessor 2)		\$31.65	\$36.19		
Property Appraiser 2	4/7/2024	Brookfield	Assessor 2		\$34.24	\$39.13		
Senior Appraiser	3/5/2024	Waukesha	Assessor 2		\$28.19	\$38.06		
Appraiser 1	7/10/2024	Village of Pleasant Prairie	Trainee (Assessor 2)		\$28.46	\$39.52		
Appraiser 2	7/10/2024	Village of Pleasant Prairie	Assessor 2		\$34.62	\$47.69		
Property Appraiser	2/16/2025	Fitchburg	Trainee (Property Appraiser)		\$29.01	\$33.15		
Property Appraiser 1	9/13/2024	Milwaukee	Trainee (Property Appraiser)		\$29.84	\$39.19		
Appraiser 1	2/15/2025	Village of Pleasant Prairie	Trainee (Assessor 2)		\$29.03	\$40.31		
Appraiser 2	2/15/2025	Village of Pleasant Prairie	Assessor 2		\$35.31	\$48.65		

DEPUTY ASSESSOR								
DEPUTY ASSESSOR	3/23/2023	Brookfield	Assessor 2		\$35.35	\$45.95	\$36.75	\$44.87
DEPUTY ASSESSOR	1/6/2023	Janesville	Assessor 2 & 3		\$30.57	\$40.76		
DEPUTY ASSESSOR	5/1/2024	La Crosse	Assessor 2 & 3		\$40.55	\$46.44		
DEPUTY ASSESSOR	1/23/2025	Fitchburg	Assessor 2		\$40.52	\$46.31		

2014-2024 Department Head Pay Grade Chart



* Pay Grades shown as if all systems used 1 as lowest grade; current system is reversed with 1 being highest grade, therefore chart does not reflect actual grade.

Year

■ 2014
 ■ 2019
 ■ 2023
 ■ 2024



Doug Diny
Rick Rubow

Rick Rubow
Rick Rubow
City Assessor
City Hall

MELANI LEMANSKI
Assessment Technician
City Hall

Henry King
Property Appraiser
City Hall

JEFF WAGNER
Deputy City Assessor
City Hall

Kristeen Quale
Property Appraiser
City Hall

Stacey Severson-De...
Property Appraiser
City Hall

13145 Property App...



JOB DESCRIPTION CITY ASSESSOR

Job Title:	Assessor	Reports To:	Mayor
Department:	Assessment	FLSA Status	Exempt
Division:	Assessment	EEO Code	1-Officials & Administrators
Salary Grade:	40-5	Occupational Code	5006
Employee Group:	General Employee	Training Category:	A-Leaders/Department Heads
Created:		Last Revision:	May 2025

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

The City Assessor manages and directs all **assessment** work **and** processes of the City Assessment division by preparing and maintaining; appraisal and administrative procedures **required by statute**, department budget, long range goals, department policy, assessment staffing, **all property valuation to insure a fair and equitable assessment roll for real estate as required by law, and personal property, maintains the** computerized assessment system, and day-to-day operations.

Essential Duties and Responsibilities

1. **Assess and value all real property that is not exempt by Wisconsin Statute Chapter 70. Develop and maintain department assessment practices and procedures to comply with Wisconsin Law and to maintain uniform assessments among seven different property classes of real estate.**
2. **Assesses and Supervises assessments of all real estate and personal property not exempt by statute within two municipalities. City jurisdiction.** Gathers information regarding the size, type, quality, methods and materials used in building construction; measures, lists, and values commercial property, mobile homes, and buildings on leased land. Reads and interprets construction plans and blueprints.
3. Supervises, trains, directs, schedules, assigns evaluates and disciplines assessment staff.
4. **Oversee issuance of municipal parking permit fee for mobile homes located in mobile home parks and the monthly billing for the permit fee.**
5. Reviews computerized data entry **and** maintains **valuation** tables and assessment computations and procedures in a Computer Assisted Mass Appraisal (CAMA) software system.
6. Reviews and supervises assessment maps, assigns parcel identification numbers, surveys, assessor plats, annexations and detachments preparation and maintenance of assessment maps.
7. Determines property taxation exemptions. Analyze exemption request documentation and determine if the property USE meets **the** exemption statutes. Defend decision made with taxpayers and **circuit** court.
8. **Collects and** analyze, interprets, and critiques a wide range of taxpayer business income and expense, rent rolls **using accounting principles and procedures.** In addition to construction cost, investment and bank appraisals, and other proprietary financial data.

9. Advises the city on unlawful taxation and excessive assessment ~~claims appeals~~ against the ~~municipality~~ ~~city~~.
10. Collaborate with outside attorneys in the defense of litigated property ~~on~~ tax appeals. Provide recommendations to the ~~governing body~~ ~~city~~ as to the strength or weakness of the lawsuit against the city.
11. Attend mediation on assessment litigation and provide recommendations to the city.
12. Advise the city of property taxation and exemption issues involving city projects that involve taxpayer funds.
13. Responds to taxpayer inquiries concerning assessments and defends assessments at the Board of Review, the Department of Revenue, the Circuit Court, and the Supreme Court levels.
14. Proposes and seeks implementation of legislative changes that would affect City of Wausau taxpayers.
15. Inspects, appraises, and reviews valuations for ~~personal property~~, ~~manufacturing~~, commercial, residential and ~~exempt residential~~ properties. Compiles and analyzes sales data and other pertinent statistical information to ensure assessment equity.
16. Analyze factors which influence property value from market data and exercise sound objective judgment in determining fair and equitable property valuations.
17. Processes and/or supervises the processing of legal instruments and documents including property transfer forms, warranty deeds, quit claim deeds, foreclosures, divorce actions, etc.
18. ~~Prepares, signs, and delivers an annual assessment roll certified for taxation. Develop and file Department of Revenue assessment reports, assessment rolls, and other documents in accordance with State Statutes. Laws.~~
19. Review and analyze manufacturing and utility assessments established by the Department of Revenue for equitability. Provide recommendations to appeal manufacturing assessments.
20. Develops reassessment cycles based on economic factors to keep the City of Wausau and other contracting jurisdictions in compliance with current law regarding the municipality level of assessment.
21. Develops, implements, and interprets policies and procedures for the uniform and equitable assessment of general property and property exempt by statute. Maintains considerable knowledge of Wisconsin assessment law, court decisions, and rules and regulations governing property tax assessment.
22. Attends and participates in Board of Review hearings. Researches and prepares comprehensive reports in defense of assessments. Attends, testifies, and defends assessment valuation appeals to the Wisconsin Department of Revenue and Circuit Court.
23. Develop, prepare, balance parcel counts, assessment values and certify statute required Annual Assessor Reports, the Clerks Statement of Assessment (SOA) and Treasures Mobile Home report to the Department of Revenue in accordance to state statutes.
24. Conduct Open Book conferences with property owners, agents and attorneys. Discuss assessment policy and procedures prior to appearance before the Board of Review.
25. Establishes and maintains good public relations. Provides information and assistance to the general public regarding public records related to property records and assessment. Respond to telephone and mail inquiries. Give presentations to elected officials, city staff, developers, service groups and other organizations regarding assessments.

26. Develops, submits and monitors annual assessment department budget.

Additional Duties and Responsibilities

- **Preform all statutory duties of the City Assessor for the City of Schofield.**
- ~~Performs various duties and special projects as assigned.~~
- **Responsible for the implementation of new or changed assessment law passed by State legislation.**

Education and Experience Requirements

Bachelor's Degree in Real Estate, Appraisal, Public Administration, or Accounting with 10 or more years of experience in commercial/residential valuation is required. At least five years' experience valuing complex commercial properties and six years' experience working with a mass appraisal computer-based valuation system is preferred. Any combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.

- Certification from the Wisconsin Department of Revenue as an Assessor 2 is required.
- **Certification from the Wisconsin Department of Revenue as an Assessor 3 is required.**
- **USPAP Certification is recommended.**
- Must have a valid Wisconsin motor vehicle operator's license.

Knowledge, Skills and Abilities

Advanced – Core Logic/Marshall and Swift

Advanced – Working a CAMA system updating tables and creating reports.

Intermediate Level – MS Word and PowerPoint

Advanced Level – Excel

Knowledge of software specific to Assessment departmental functions

- Ability to modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles. Ability to analyze and categorize data and information, in order to determine consequences and to identify and select alternatives. Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution.
- Ability to provide formal instruction in a classroom or other structured setting.
- **Thorough working knowledge of Market Approach, Cost Approach, and Income Approach to value.**
- **Thorough working knowledge of statutes governing property assessment and Wisconsin property tax law.**
- Ability to utilize a variety of advisory data and information such as financial statements, budget, personnel records and forms, billing statements, blueprints and building plans, real estate deeds, mortgages and transfer documents, real estate sales studies, real estate listings, leases, professional journals, assessment reports, payment vouchers, purchase orders, expense reports, technical operating manuals, State statutes, City ordinances, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with taxpayers, property owners, mayor, city council, city department heads, attorneys, appraisers, realtors, county treasurer, county register of deeds, **department of revenue** and taxpayer groups.
- **Identify and analyze problems, evaluate alternative solutions and make sound judgments, especially in stressful situations.**
- Ability to approach others in a tactful manner; react well under pressure; treat others with respect and

consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

- Ability to work **Through knowledge in statical** mathematical concepts such as probability and statistical inference, fundamentals of plane and solid geometry and trigonometry. Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard/terminal, calculator, camera, fax machine, telephone, measuring instruments, drafting instruments and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as tightening, inserting and mixing.
- Ability to recognize and identify individual characteristics of forms associated with job-related objects, materials and tasks.
- Ability to perform basic functions of all MS Office suite products.

Physical and Working Environment

Moderate exposure to environmental conditions that impact physical comfort such as poor ventilation and temperature extremes. May require specialized clothing or use of common personal protective equipment. Damage to clothing possible. Frequent travel.

Normal mental and visual attention is required. Light physical demands to include bending, twisting, turning, and light lifting. Limited exposure to workplace hazards.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.



JOB DESCRIPTION

Deputy City Assessor

Job Title:	Deputy City Assessor	Reports To:	City Assessor
Department:	Assessment	FLSA Status:	Exempt
Division:	Assessment	EEO Code:	1-Officials & Administrators
Salary Grade:	15	Occupational Code:	
Employee Group:	General Employee	Training Category:	
Created:	September 2020	Last Revision:	May 2025

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

The purpose of this position is to assist the City Assessor in development, implementation, and administration of fair and equitable assessments of real and personal property not exempt by statute, for assessments in the City of Wausau.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Serves as market valuation analyst for computer assisted mass appraisal system.
2. ~~Assists in assigning duties for appraisal staff and prioritizes staff work assignments.~~ Assists City Assessor in supervising, planning, and coordinating assessment staff. Assist in planning duties to delegate to appraisers in areas of assessment, application, and strategy of current law. Implement changes in scheduling, field work, develop reference manual and policies, organization skills, problem solving, recommending, and setting up staff meetings.
3. Designs and generates sales ratios, land studies and reports to verify costs, market value and income value. Prepares valuation sheets and tables for depreciation.
4. Assumes City Assessor duties in his/her absence. Enforces laws and policies regarding assessment issues.
5. Provides assistance to the City Assessor in developing and completing Annual Assessment Rolls and State- required final reports. Enters necessary changes on the property blotters and supervises data input into CAMA computer system by appraisal staff.
6. Liaison to the (CCITC) City-County IT Commission for software integration and functionality.
7. Research Wisconsin case law as it applies to assessments and the effect to the City of Wausau.
8. Reviews the work and trains appraisal staff Train appraisers to department policy, procedures and guidelines as outlined by the Wisconsin Property Assessment Manual and Wisconsin ~~st~~utes case law.
9. Develops market value appraisals of all types of real estate using field, market, Cost manuals and Income and Expense information.

10. Performs complete physical inspections of new, existing, and remodeled property and structures. Collects information on condition, quality, age, and size to determine market value and property classification.
11. Responsible for public relations involving the explanation of property and real estate assessments and assessment procedures, requirements, rules, and guidelines. Where conflicting interpretations may exist, this position has the authority to make changes directly affecting the tax base of the city. When conflicting interpretations cannot be negotiated, this position is required to defend decisions in a quasi-judicial court.
12. Conducts open book conferences with the public to explain valuation methods and listen to public concerns regarding property valuation. Presents and defends valuations at the Board of Review proceedings before the DOR 70.85 hearing and in Circuit Court.
13. Develops residential land values for new City sub-divisions, un-platted and annexed land.
14. Testifies and assists the Assessor with defending and supporting assessed values at Board of Review sessions.
15. Maintains knowledge of current local and State requirements regarding assessment/appraisal, market characteristics and trends, and Department and City policies and procedures.
16. Assist City Assessor with interviewing candidates, analyzing results from interviews, organization, and discussion with City Assessor on choosing candidate, offer education and training methods with ongoing training to all assessment staff. As training supervisor do reviews of assessment staff to see where more training is needed.

Additional Duties and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Verifies property owners' name, address and property value annually.
- Assist City Assessor in the implementation of new or changed assessment law passed by State legislation.
- Attends quarterly education meetings and other continuing education seminars as required.
- Attends required Wisconsin Department of Revenue assessor school and other continuing education courses.

Education and Experience Requirements

Bachelor's degree in real estate, property appraisal or related field with four to six years of work experience is required or equivalent education and experience providing the requisite equivalent knowledge, skills and abilities of the position. Wisconsin Assessor 2 and Assessor 3 Certifications are required, along with a minimum of three years' experience in commercial valuation and five years' experience in assessment or appraisal field are preferred. Completion of IAAO Course 101 Fundamentals of Real Property Appraisal and Course 300 Mass Appraisal Modeling also preferred.

- Certification from the Wisconsin Department of Revenue as an Assessor 2 is required.
- Ability to achieve Assessor 3 certification from Wisconsin Department of Revenue within three (3) months of hire is required.
- USPAP Certification is recommended.
- A valid Wisconsin motor vehicle operator's license and access to reliable transportation required.

Knowledge, Skills and Abilities

MS-Word and Power Point – Intermediate

MS-Excel – Advanced

Adobe Acrobat – Advanced

Core Logic/Marshall and Swift – Advanced

CAMA system – Advanced

The employee must be able to utilize other software specific to position and department functions

- Ability to provide formal instruction in a classroom or other structured setting.
- Knowledge of local, social, and economic factors affecting real estate property values.
- **Knowledge of Assessor's office budget and processes.**
- Ability to effectively communicate with, and/or train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations. Ability to make independent decisions in accordance with established policies and procedures.
- Ability to read and interpret blueprints and legal descriptions. Ability to utilize computerized commercial valuation systems.
- Ability to utilize a variety of advisory data and information such as financial statements, maps, real estate deeds and transfer records, mortgages, building permits, trade journals, blueprints, City ordinances, appraisals, assessor's reports, tax and assessment rolls, a variety of statistical and narrative real estate related reports, State statutes, property cost manuals, procedures, guidelines, Wisconsin Assessment Manuals and non-routine correspondence. Knowledge of the law as it pertains to the assessment of real property.
- Ability to establish and maintain effective working relationships with staff and the public. Ability to communicate orally and in writing with property owners, appraisal and clerical staff, engineers, building inspectors, attorneys, State agency personnel, title company personnel, Realtors, County Treasurer, property description personnel, County Register of Deeds, and data processing personnel.
- Knowledge of mathematical and statistical tools used in real property appraisal. Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Knowledge of the principals and practices of real estate appraisal. Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to work independently and to exercise judgement, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria in a timely manner, including the ability to meet deadlines.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms and textures associated with job-related objects, materials and tasks.

Physical and Working Environment

Limited exposure to disagreeable elements such as dirt, temperature fluctuations, and/or limited exposure to weather conditions. Limited travel within the city limits.

Normal mental and visual attention to detail is required. Light physical demands to include bending, twisting, turning, and light lifting, walking on unlevel or hazardous surfaces, walking up and down stairs. Limited exposure to workplace hazards.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.



JOB DESCRIPTION

Property Appraiser II

Job Title:	Property Appraiser II	Reports To:	City Assessor
Department:	Assessment	FLSA Status:	Non-Exempt
Division:	Assessment	EEO Code:	1-Officials & Administrators
Salary Grade:		Occupational Code:	0213
Employee Group:	General Employee	Training Category:	D-Staff
Created:		Last Revision:	May 2025

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

The purpose of this position is to inspect ~~discover, list and value real property~~ properties in a multi-jurisdictional environment by considering ~~property attributes and factors that affect such as~~ market value ~~assessments, based on state law and professionally accepted appraisal practices in accordance with the Department of Revenue.~~ location of property and building or replacement costs to determine properties assessed values.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Conducts real estate ~~interior~~ and field ~~property~~ inspections to gather ~~and record~~ information regarding ~~related to the building construction, quality of materials used, property condition, size, type, quantity quality, methods, and other physical property characteristics.~~ materials used in building construction.
2. Conducts ~~field and office~~ real estate appraisals of complex residential properties, condominiums, ~~vacant land, agriculture,~~ apartment complexes and light commercial properties; ~~gathers and records data, reappraise as required.~~
3. Responsible for ~~monthly~~ mobile home valuations and the monthly ~~valuation~~ reporting to Park owners, mobile homeowners, Finance and the City Clerk.
4. Develops market value appraisals of real estate using ~~the mass appraisal process.~~ Conducts sales and dispersion studies, comparison sales studies for individual appraisals. ~~field, market, land computations, and other information. Researches and verifies new sales and prepares neighborhood comparison sheets.~~
5. Research and validate real estate sale transactions for Arm's Length compliance and economic sales studies. Report sale findings and property characteristics to the Department of Revenue for market comparable analysis and ratio studies aiding in the equalization process.
6. Provides assistance to the City Assessor in developing and completing annual assessment rolls, and State required final reports.

7. Responsible to communicate to ~~taxpayers the public~~ involving the explanation of **complex assessment laws, regulations and procedures under which assessments are determined.** ~~property valuation of real estate assessments and assessment procedures, requirements, rules, and regulations.~~
8. Analyzes, collects and verifies assessment information from appraisals, rents, income and expenses, sales permits, market trends, interest rates and allowances for economic and functional obsolescence.
9. Analyzes and maintains a variety of data such as zoning, home sale prices, income, lease information, and building costs to determine appraised values.
10. Conducts open book conferences with the public, explain valuation methods and listen to their concerns regarding property valuation. Present and completely defend valuations at the Board of Review **hearings and/or** proceedings before the DOR §70.85 **appeal hearings** and in **circuit** court.
11. Reviews and verifies property changes from building permit specifications. Re-values changed properties.
12. Conducts statistical and special studies by comparing neighborhood **land and sales studies** values for uniformity.
13. Assist **Deputy Assessor** with the development of residential land values for new City sub-divisions, unplatted and annexed lands.
14. Reads and analyzes legal descriptions, **CSM** and plat maps **and blueprints** to determine assessed values **and prepares, produces computerized sketches.**
15. Prepares various property and real estate records. ~~Enters~~ **Data entry of** field work changes **by updating property record card** and **CAMA** ~~updated~~ information into computer and software systems. Use of all available technology to efficiently complete assignments.
- ~~16. Analyze building blue prints and prepares, produces computerized sketches.~~
- ~~17. Receives and investigates complaints about property assessments; updates and corrects file information. Prepares residential appeals cases, testifies as to value at the Board of Review and/or court appeals and 70.85 hearings and assists with commercial assessment as needed.~~
- ~~18. Testifies and assists the Assessor with defending and supporting assessed values at Board of Review sessions. May present facts and valuation methods used to derive protested assessed values; locates and prepares maps, assessments, and other records to defend assessment values.~~
- ~~19. Maintains knowledge of current local and State requirements regarding assessment/appraisal, market characteristics and trends, and Department and City policies and procedures.~~
- ~~20. Cooperative and productive member of the assessment and City team and a goodwill ambassador of the City.~~

Additional Duties and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Verifies property owners' name, address and property value annually.
- Maintains, analyzes and updates real estate advertising files.
- Attends WAAO quarterly education meetings and other continuing education seminars as required.
- Attends required Wisconsin Department of Revenue assessor school and other continuing education

courses.

Education and Experience Requirements

Bachelor degree in real estate, property appraisal or related field with ~~two to four~~ **three to five** years of work experience **in the assessment profession or fee appraisal valuing real estate.** Providing the requisite equivalent knowledge, skills and abilities of the position. Certifications **as an Assessor 1 or Assessor 2 by the Department of Revenue** or training as Real Estate Salesperson, Broker or **as a Licensed** Appraiser is favorable. ~~Any combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.~~

- Ability to achieve ~~Assessor 1~~ **Assessor 2** certification from the Wisconsin Department of Revenue within ~~three six (6)~~ **(3)** months of hire.
- Prefer the completion of IAAO course 101, Fundamentals of Real property Appraisal.
- USPAP Certification is recommended.
- A valid Wisconsin motor vehicle operator's license **and good driving record.**
- **Required to provide a personal vehicle for use on the job.** ~~access to reliable transportation required.~~

Knowledge, Skills and Abilities

MS-Word – ~~Basic~~ – **Intermediate**

MS-Excel – Intermediate

The employee must be **proficient with** ~~able to utilize~~ other software specific to position and department functions. **Software experience in Department of Revenue PAD system, Arc GIS, Evolve, Ascent Land Records, Land Link, Patriot Assess Pro.**

- Ability to analyze and categorize data and information to determine the relationship of the data with reference to **professional accepted appraisal practices and established criteria/standards.** Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to communicate effectively with, and/or train others. Ability to advise and interpret how to apply **assessment law**, policies, procedures, and assessment **appraisal practices standards** to specific situations. Ability to make independent decisions in accordance with **professionally accepted appraisal practices, Department of Revenue established policies and case law. procedures.**
- Ability to read and interpret **building blueprints, metes and bounds and CSM** and legal descriptions.
- **Aid staff with preparing appraisal defense documentation for the tax payer and board of review.**
- Ability to utilize a variety of advisory data and information such as **case law**, financial statements, **CSM and GIS** maps, real estate deeds and transfer records, mortgages, building permits, trade journals, blueprints, City ordinances, **bank** appraisals, assessor's **software** reports, tax **rates** and assessment rolls, a variety of statistical **data** and narrative real estate related reports, State statutes, property cost manuals, ~~procedures, guidelines,~~ Wisconsin Assessment Manuals and non-routine correspondence.
- Ability to establish and maintain effective working relationships with **city** staff and the **general** public.
- Ability to communicate orally and in writing with property owners, appraisal and clerical staff, engineers, building inspectors, attorneys, State agency personnel, title company ~~personnel,~~ Realtors, County Treasurer, **property lister**, property description personnel, County Register of Deeds. ~~and data processing personnel.~~
- Knowledgeable of **in algebra mathematics mathematical and statistics to verify** statistical tools used in real property appraisal. Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and

spatial relationships. Ability to interpret ~~basic~~ descriptive statistical reports.

- Knowledgeable of the principles and practices of real estate appraisal. Ability to use functional reasoning and apply rational judgment in performing diversified work activities **to generate fair and equitable valuations.**
- Ability to work independently, exercise judgement and effectively utilize authority, decisiveness, and creativity required in situations involving the evaluation of information **gathered** against measurable criteria in a timely manner, including the ability to meet deadlines.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as **reading a tape measure**, computer keyboard/terminal, calculator, camera, drafting **instruments, copier**, and telephone.
- Ability to recognize and identify degrees of similarities or differences between **property characteristics and attributes** by ~~of~~ colors, forms and textures associated with job-related **activities** ~~objects~~, **and housing materials used.** ~~and tasks.~~
- **Ability to handle reasonably necessary stress and to get along with others.**

Physical and Working Environment

Limited exposure to disagreeable elements such as dirt, temperature fluctuations, and/or limited exposure to weather conditions. Limited travel within the city limits.

~~Normal~~ **Advanced** mental and visual attention to detail is required. Light physical demands to include bending, twisting, turning, and light lifting, walking on unlevel or hazardous surfaces, walking up and down stairs. Limited exposure to workplace hazards.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

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JOB DESCRIPTION

Property Appraiser I

Job Title:	Property Appraiser	Reports To:	City Assessor
Department:	Assessment	FLSA Status:	Non-Exempt
Division:	Assessment	EEO Code:	1-Officials & Administrators
Salary Grade:		Occupational Code:	0213
Employee Group:	General Employee	Training Category:	D-Staff
Created:		Last Revision:	May 2025

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

Under the direction of the Deputy Assessor, the Property Appraiser I is a beginning appraiser position that ~~inspect~~ discovers, lists and value real property properties in a multi-jurisdictional environment by considering property attributes and factors that affect such as market value assessments, based on state law and professionally accepted appraisal practices in accordance with the Department of Revenue. ~~location of property and building or replacement costs to determine properties assessed values.~~

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Conducts real estate interior and field property inspections to gather and record information regarding related to the building construction quality of materials used, property condition, size, type, quantity quality, methods, and other physical property characteristics. ~~materials used in building construction.~~
2. Conducts field and office real estate appraisals of complex residential properties, condominiums, vacant land apartment complexes and light commercial properties; gathers and records data, reappraise as required
3. ~~Responsible for mobile home valuations and the monthly reporting to Park owners, mobile homeowners and City Clerk.~~
4. Develops market value appraisals of real estate using the mass appraisal process. Conducts sales and dispersion studies, comparison sales studies for individual appraisals. ~~field, market, land computations, and other information. Researches and verifies new sales and prepares neighborhood comparison sheets.~~
5. Research and validate real estate sale transactions for Arm's Length compliance and economic sales studies. Report sale findings and property characteristics to the Department of Revenue for market comparable analysis and ratio studies aiding in the equalization process.

- ~~6. Provides assistance to the Assessor in developing and completing annual assessment rolls, and State required final reports.~~
7. Responsible to communicate to **taxpayers** the public involving the explanation of **complex assessment laws, regulations and procedures under which assessments are determined.** ~~property valuation of real estate assessments and assessment procedures, requirements, rules, and regulations.~~
8. Analyzes, collects and verifies assessment information from appraisals, rents, income and expenses, sales permits, market trends, interest rates and allowances for economic and functional obsolescence.
9. Analyzes and maintains a variety of data such as zoning, home sale prices, income, lease information, and building costs to determine appraised values.
10. Conducts open book conferences with the public, explain valuation methods and listen to their concerns regarding property valuation. Present and completely defend valuations at the Board of Review **hearings.** ~~and/or proceedings before the DOR 570.85 appeal hearings and in circuit court.~~
11. Reviews and verifies property changes from building permit specifications. Re-values changed properties.
12. ~~Conduct~~ **Aid Property Appraiser II** in statistical and special studies by comparing neighborhood **land and sales studies** values for uniformity.
13. ~~Assist with the development of residential land values for new City sub-divisions, un-platted and annexed land.~~
14. Reads and analyzes legal descriptions, **CSM** and plat maps **and blueprints** to determine assessed values **and prepares, produces computerized sketches.**
15. Prepares various property and real estate records. ~~Enters~~ **Data entry** of field work changes **by updating property record card** and **CAMA** ~~updated information into computer~~ and software systems. Use of all available technology to efficiently complete assignments.
- ~~16. Analyze building blue prints and prepares, produces computerized sketches.~~
- ~~17. Receives and investigates complaints about property assessments; updates and corrects file information. Prepares residential appeals cases, testifies as to value at the Board of Review and/or court appeals and 70.85 hearings and assists with commercial assessment as needed.~~
- ~~18. Testifies and assists the Assessor with defending and supporting assessed values at Board of Review sessions. May present facts and valuation methods used to derive protested assessed values; locates and prepares maps, assessments, and other records to defend assessment values.~~
- ~~19. Maintains knowledge of current local and State requirements regarding assessment/appraisal, market characteristics and trends, and Department and City policies and procedures.~~
- ~~20. Cooperative and productive member of the assessment and City team and a goodwill ambassador of the City.~~

Additional Duties and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Verifies property owners' name, address and property value annually.
- Maintains, analyzes and updates real estate advertising files.
- Attends WAAO quarterly education meetings and other continuing education seminars as required.
- Attends required Wisconsin Department of Revenue assessor school and other continuing education courses.

Education and Experience Requirements

Associate's degree in real estate, property appraisal or related field with two to four years of work experience providing the requisite equivalent knowledge, skills and abilities of the position. Certification or training as Real Estate Salesperson, Broker, Appraiser **Assessment technician** is favorable. Any combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.

- Ability to achieve Assessor I certification from the Wisconsin Department of Revenue within **three (3)** ~~six (6)~~ months of hire.
- ~~Prefer the completion of IAAO course 101, Fundamentals of Real property Appraisal.~~
- ~~USPAP Certification is recommended.~~
- A valid Wisconsin motor vehicle operator's license **and good driving record.**
- **Required to provide a personal vehicle for use on the job.** ~~access to reliable transportation required.~~

Knowledge, Skills and Abilities

MS-Word Basic

MS-Excel – Intermediate

The employee must be able to utilize other software specific to position and department functions.

- Ability to analyze and categorize data and information to determine the relationship of the data with reference to **professional accepted appraisal practices and established criteria** /standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy ~~and~~ record ~~and~~ transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to communicate effectively with, ~~and/or train~~ others. Ability to advise and interpret how to apply policies, procedures, and assessment standards to specific situations. Ability to make independent decisions in accordance with **professionally accepted appraisal practices, Department of Revenue established policies and case law.** ~~procedures..~~
- Ability to read and interpret **building blueprints, metes and bounds and CSM** ~~and~~ legal descriptions.

Ability to utilize a variety of advisory data and information such as **case law**, financial statements, **CSM and GIS** maps, real estate deeds and transfer records, mortgages, building permits, trade journals, blueprints, City ordinances, **bank** appraisals, assessor's ~~software~~ reports, tax **rates** and assessment rolls, a variety of statistical **data** and narrative real estate related reports, State statutes, property cost manuals, ~~procedures, guidelines,~~ Wisconsin Assessment Manuals and non-routine correspondence.

- Ability to establish and maintain effective working relationships with **city** staff and the **general** public.

Ability to communicate orally and in writing with property owners, appraisal and clerical staff, engineers, building inspectors, attorneys, State agency personnel, title company ~~personnel~~, Realtors, County Treasurer, **property lister**, property description personnel, County Register of Deeds. ~~and data processing personnel.~~

- Knowledgeable of **in algebra mathematics** ~~mathematical~~ and **statistics to verify** statistical tools used in real property appraisal. Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and

spatial relationships. Ability to interpret ~~basic~~ descriptive statistical reports.

- Knowledgeable of the principles and practices of real estate appraisal. Ability to use functional reasoning and apply rational judgment in performing diversified work activities **to generate fair and equitable valuations.**
- Ability to work independently, exercise judgement and effectively utilize authority, decisiveness, and creativity required in situations involving the evaluation of information **gathered** against measurable criteria in a timely manner, including the ability to meet deadlines.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as **reading a tape measure**, computer keyboard/terminal, calculator, camera, drafting **instruments, copier**, and telephone.
- Ability to recognize and identify degrees of similarities or differences between **property characteristics and attributes by** of colors, forms and textures associated with job-related **activities objects, and housing materials used. and tasks.**
- **Ability to handle reasonably necessary stress and to get along with others.**

Physical and Working Environment

Limited exposure to disagreeable elements such as dirt, temperature fluctuations, and/or limited exposure to weather conditions. Limited travel within the city limits.

Normal mental and visual attention to detail is required. Light physical demands to include bending, twisting, turning, and light lifting, walking on unlevel or hazardous surfaces, walking up and down stairs. Limited exposure to workplace hazards.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.