



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Jennifer Johnston
Director of Human Resources and Labor Relations

DATE: 12/16/25

SUBJECT: Amend Schedule D to Modify the Position of Appraiser as Specified in the Attached Ordinance.

Recommendation

It is recommended and requested that the City Council accept this report and set a public hearing date in February 2026 to reclassify the position of Appraiser from a Labor Grade 16 to a Labor Grade 18 as indicated in the attached ordinance.

Background

As part of our strategy to retain talented employees who have the statutorily required certifications for the appraisal work of the Assessing Department, and to position us for succession planning for the future, we request that the Council approves a labor grade change to the Appraiser job classification.

While considering the workforce needs of the department, it was determined that the requirements necessary to work as an Appraiser within the City of Concord were not commensurate with the compensation assigned to the position.

Discussion

Reclassifying the Assessing Department's current Appraiser position (Labor Grade 16) to Appraiser (Labor Grade 18) would have the following impact on the department's Fiscal Year 2026 budget: Assuming the Labor Grade increase is retroactive to February 1, 2026, the total labor increase for two Appraisers would be \$9,792.64.

The proposed reclassification will strengthen the Assessing Department's ability to recruit and retain qualified staff in the coming years, particularly in light of the anticipated retirement of one of our current Appraisers within the next year. This position demands extensive knowledge, specialized training, and multiple certifications in real property valuation, property inspections, and construction methods and materials. It also requires a thorough understanding of State Laws and Regulations governing property taxation, proficiency in mass appraisal techniques—including all three approaches to value—and practical working knowledge of GIS, maps, deeds, and assessing software.

Additionally, the role carries significant ongoing continuing-education requirements to maintain professional certifications.

Our City Appraisers serve on the front lines of our in-house municipal assessing operations, interacting daily with property owners and taxpayers. They conduct thousands of property inspections annually and consistently demonstrate excellence, professionalism, and a positive attitude. Frequent legislative changes relating to assessors are a continuing challenge, particularly changes affecting education and time requirements of field appraisers at all levels, which have substantially limited the ability to train new staff by raising barriers to entry. As a result, statewide staffing shortages persist and will continue to impact the profession for years to come.

Given these factors, the reclassification is essential to ensuring operational stability, maintaining service quality, and positioning the City's Assessing Department for long-term success.

cc: Thomas J. Aspell Jr., City Manager