Office of the Assessor-Recorder
Fiscal Year 2025 and 2026 Proposed Budget

SF Board of Supervisors Budget and Appropriations Committee
June 12, 2024

Joaquín Torres
San Francisco Assessor-Recorder

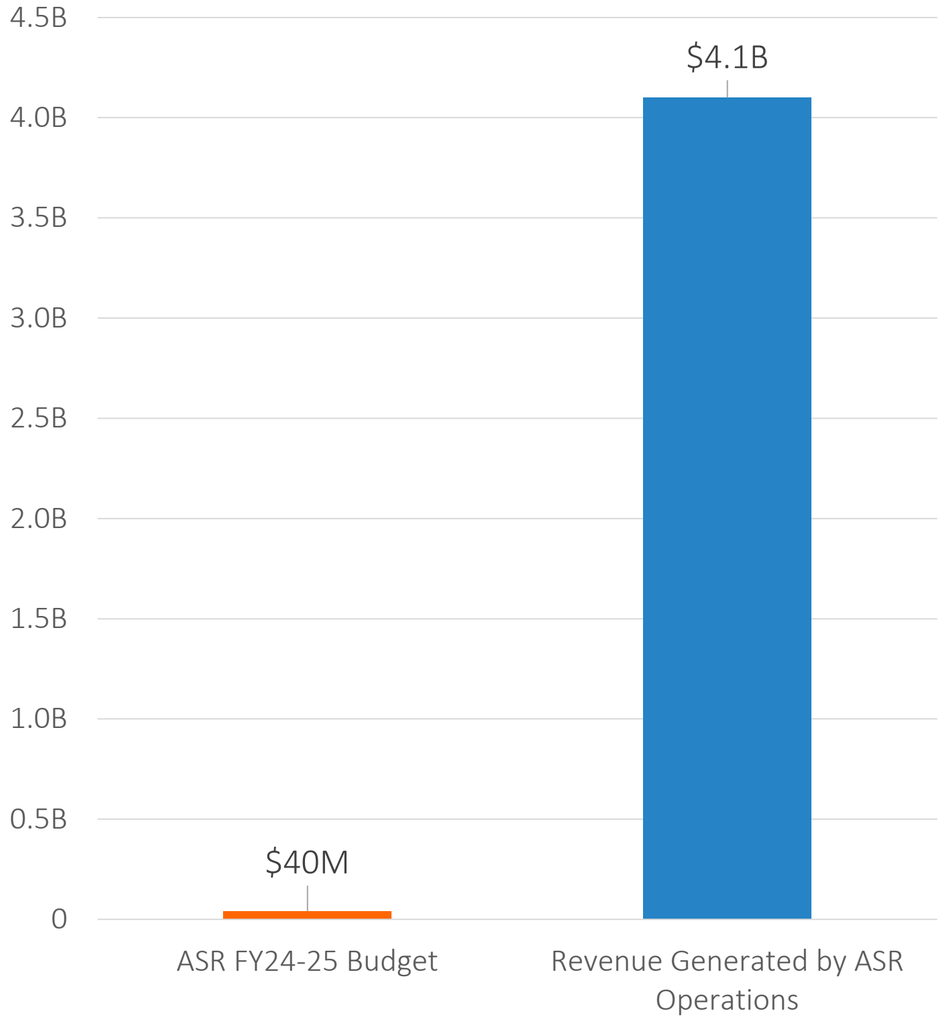
Our Mission

sfassessor.org

Our Mission is to fairly and accurately identify and assess all taxable property in San Francisco, and record, secure, and provide access to property, marriage and other records.

Delivering value with our budget

sfassessor.org



- $40M Total Expenditure Budget
- $4.1B in revenue of which $2.6B is available to the General Fund, generated by a $345B assessment roll (after exemptions)

Secured Assessment Appeals Filed

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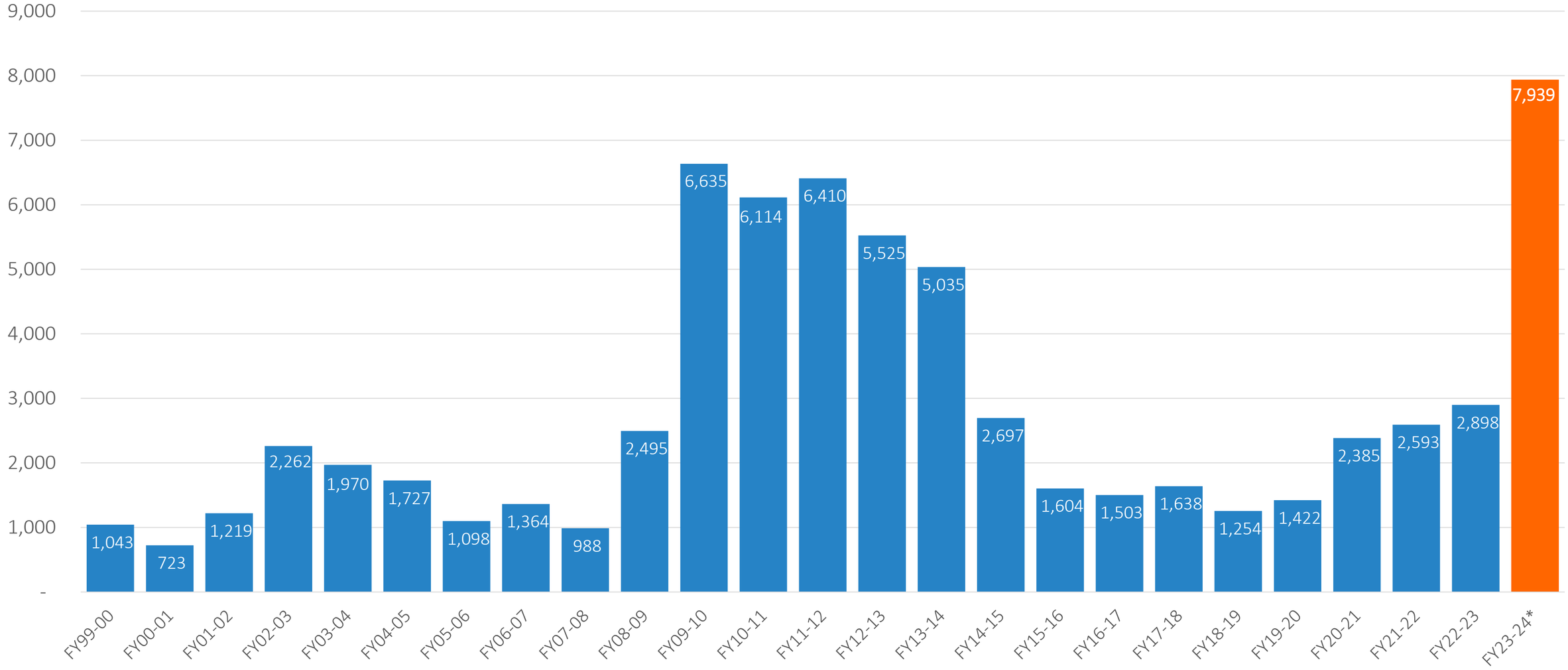

*FY23-24 Data as of 3/31/2024, AAB FY23-24 activity Report

Performance

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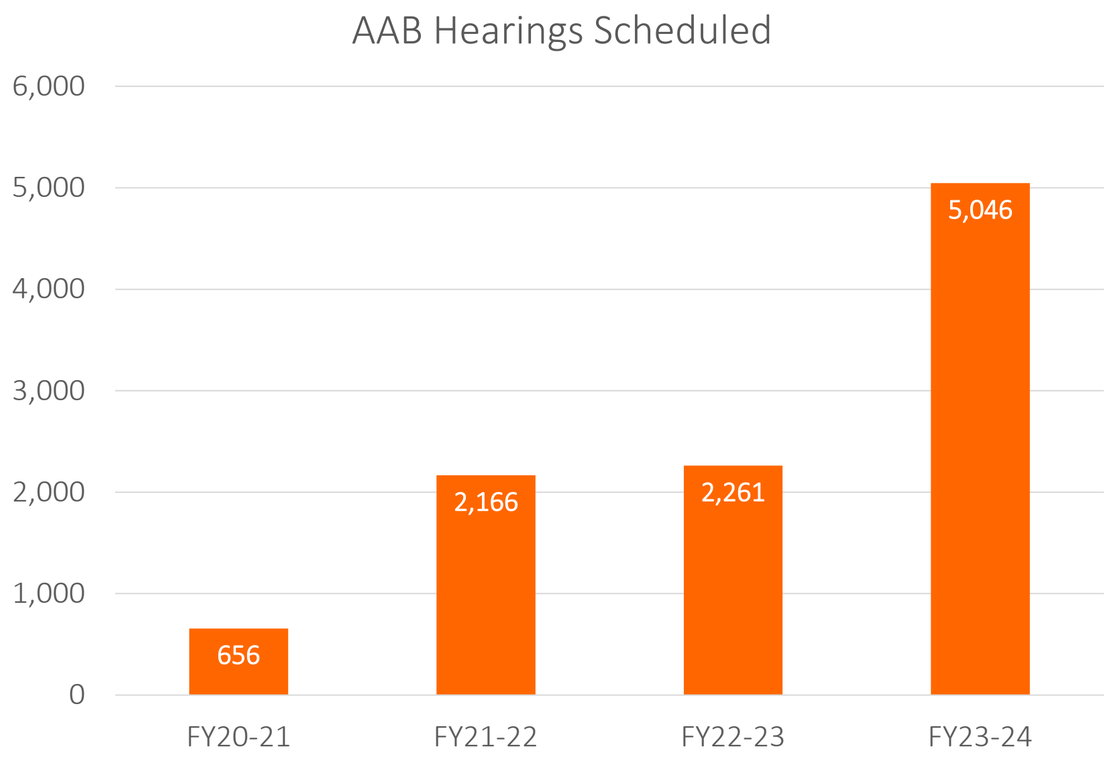
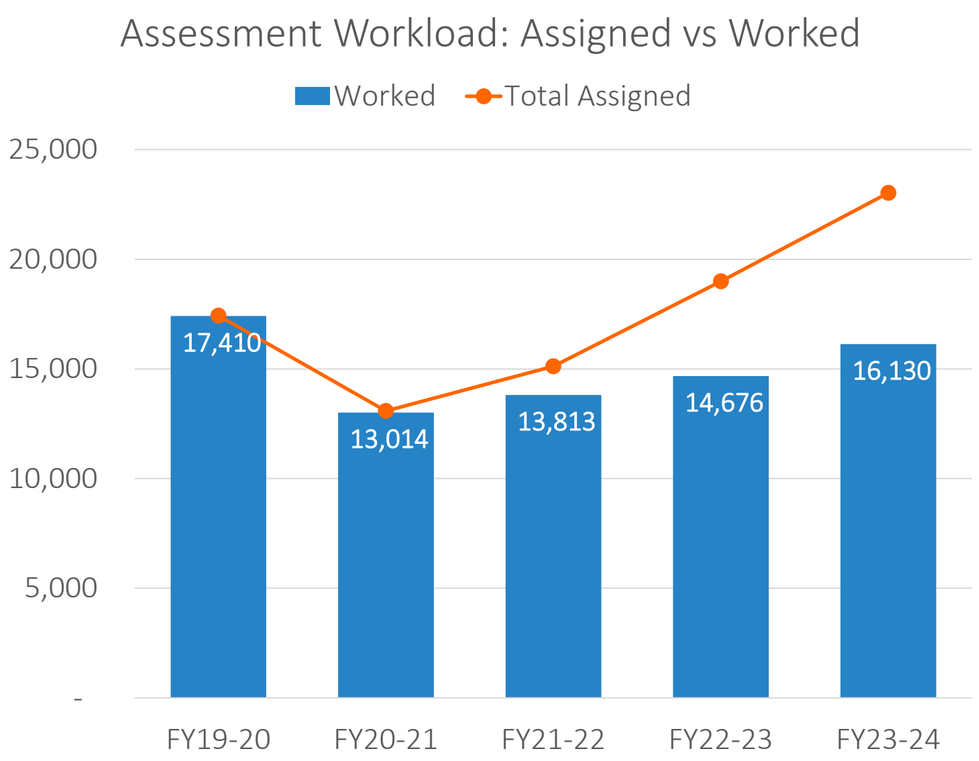


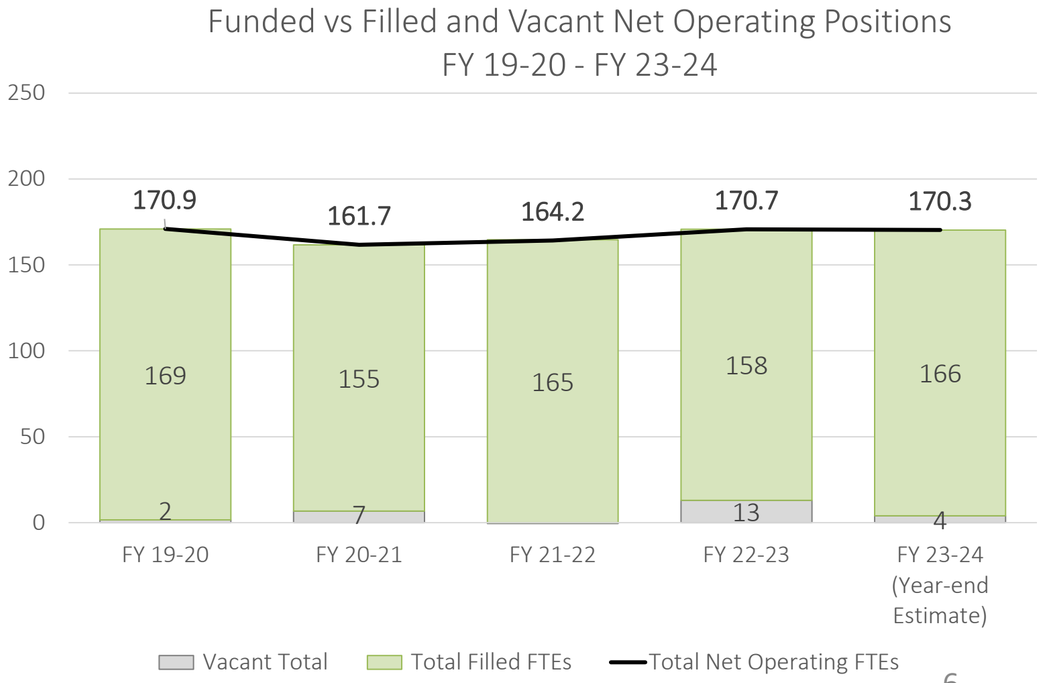


*FY23-24 Data as of 6/3/2024

FY23-24 Staffing

- 170.27 funded operating positions and 5 current vacancies (3% vacancy rate)
  - 1 of the 5 positions will be filled this month
  - 4 projected vacancies at year-end
- 19 new hires, 13 internal promotions, 9 temporary to permanent conversions

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 (Year-end Estimate)
Total Operating FTE	190.7	187.6	187.6	189.3	192.7
Attrition Savings	(19.8)	(26.0)	(23.5)	(18.6)	(22.4)
Total Net Operating FTE	**170.9**	**161.7**	**164.2**	**170.7**	**170.3**
Total Filled Operating FTE	169.3	155.0	164.7	157.7	166.3
Vacant Total	1.6	6.7	(0.5)	13.0	4.0



FY24-25 Proposed Budget Organizational Chart

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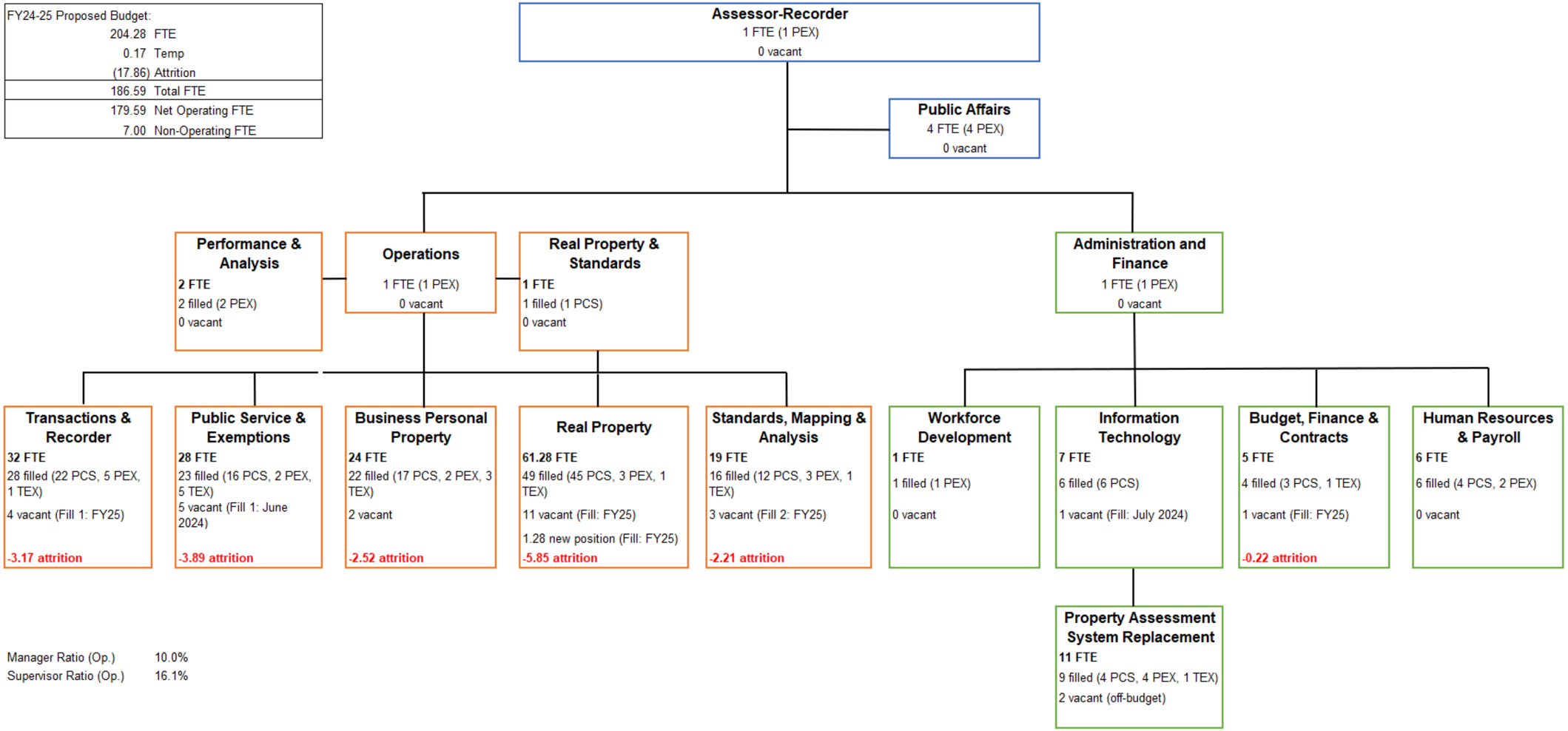
FY24-25 Proposed Budget:	
204.28	FTE
0.17	Temp
(17.86)	Attrition
186.59	Total FTE
179.59	Net Operating FTE
7.00	Non-Operating FTE



Manager Ratio (Op.)	10.0%
Supervisor Ratio (Op.)	16.1%

Note:
1. This org chart includes proposed FY24-25 budgeted positions, vacancies, position types, and the number of FTE that must be held vacant for attrition savings.
2. This org chart includes non-operating positions in our property assessment system replacement project.
3. PCS = Permanent Civil Service, PEX = Permanent Exempt, TEX = Temporary Exempt

Thank You!

ASSESSOR - RECORDER FY 24-25 PROPOSED ORGANIZATIONAL CHART

FY24-25 Proposed Budget:	
204.28	FTE
0.17	Temp
(17.86)	Attrition
186.59	Total FTE
179.59	Net Operating FTE
7.00	Non-Operating FTE

Assessor-Recorder
1 — 4290 Assessor-Recorder (PEX)

Public Affairs
4
- 1 0922 Manager I (PEX)
- 1 1824 Pr. Admin Analyst (PEX)
- 1 9252 Comm. Specialist (PEX)
- 1 1844 Sr. Mgt. Assistant (PEX)

Performance & Analysis
2
- 1 1824 Pr. Admin Analyst (PEX)
- 1 1822 Admin Analyst (PEX)

Operations
1 — 0953 Deputy Assessor (PEX)

Real Property & Standards
1 — 0933 Managing Director (PCS)

Administration and Finance
1 — 0953 Deputy Assessor (PEX)

Transactions & Recorder
32
- 1 0931 Manager III (PCS)
- 1 0922 Manager I (PEX)
- 3 4216 Pr. Office Specialist (2 PCS, 1 PEX)
- 1 1822 Admin Analyst (PCS)
- 17 4215 Sr. Office Specialist (16 PCS, 1 TEX)
- 3 4214 Office Specialist (PEX)
- 2 4213 Office Assistant (PCS)
- 1 1822 Admin Analyst (V - est. start FY25)
- 2 4215 Sr. Office Specialist (V - for attrition)
- 1 4213 Office Assistant (V - for attrition)

-3.17 attrition

Public Service & Exemptions
28
- 1 0931 Manager III (PCS)
- 3 4216 Pr. Office Specialist (PCS)
- 1 1822 Admin Analyst (PEX)
- 4 4215 Sr. Office Specialist (PCS)
- 1 4214 Office Specialist (PEX)
- 13 4213 Office Assistant (8 PCS, 5 TEX)
- 1 4213 Office Assistant (V - est. start June 2024)
- 1 4215 Sr. Office Specialist (V - for attrition)
- 3 4213 Office Assistant (V - for attrition)

-3.89 attrition

Business Personal Property
24
- 1 0931 Manager III (PCS)
- 3 4224 Pr. Personal Prop Auditor (2 PCS, 1 PEX)
- 6 4222 Sr. Personal Prop Auditor (4 PCS, 1 PEX, 1 TEX)
- 8 4220 Personal Prop Auditor (6 PCS, 2 TEX)
- 2 1820 Jr. Admin Analyst (PCS)
- 2 4215 Sr. Office Specialist (PCS)
- 1 4222 Sr. Personal Prop Auditor (V - for attrition)
- 1 4220 Personal Prop Auditor (V - for attrition)

-2.52 attrition

Real Property
61.28
- 2 0931 Manager III (PCS)
- 8 4267 Pr. Real Prop. Appraiser (5 PCS, 2 PEX, 1 TEX)
- 13 4265 Sr. Real Property Appraiser (PCS)
- 26 4261 Real Property Appraiser (25 PCS, 1 PEX)
- 1 4261 RP Appraiser (V - est. start mid FY25)

Appeals Initiative
- 1.28 4267 Pr. RP Appraiser (New - est. start Q2 FY25)
- 2 4265 Sr. RP Appraiser (V - est. start mid FY25)
- 8 4261 RP Appraiser (V - est. start mid FY25)

-5.85 attrition

Standards, Mapping & Analysis
19
- 1 0931 Manager III (PCS)
- 1 1054 Pr. IS Business Analyst (PCS)
- 1 1840 Jr. Management Assistant (PCS)
- 1 1824 Pr. Admin Analyst (PCS)
- 1 1823 Sr. Admin Analyst (PCS)
- 2 1822 Admin Analyst (PCS)
- 1 4267 Pr. Real Property Appraiser (PCS)
- 1 4265 Sr. Real Property Appraiser (TEX)
- 3 4261 Real Property Appraiser (PCS)
- 2 0923 Manager II (PEX)
- 1 4224 Pr. Personal Prop Auditor (PCS)
- 1 4267 Pr. Real Property Appraiser (PEX)
- 1 1820 Jr. Admin Analyst (V - for attrition)

Appeals Initiative
- 2 4265 TX 4261 Real Property Appraiser (V - est. start mid FY25)

-2.21 attrition

Workforce Development
1
- 1 1842 Management Assistant (PEX)

Information Technology
7
- 1 1070 IS Project Director (PCS)
- 1 1042 IS Engineer-Journey (PCS)
- 2 1053 Sr. IS Business Analyst (PCS)
- 2 1093 IT Ops Support Admin III (PCS)
- 1 1052 IS Business Analyst (V - est. start July 2024)

Property Assessment System Replacement
11
- 1 1054 Pr. IS Business Analyst (PCS)
- 1 1053 Sr. IS Business Analyst (PCS)
- 1 1042 IS Engineer-Journey (PCS)
- 1 0922 Manager I (PEX)

Off-budget project base positions:
- 1 0941 Manager IV (TEX)
- 1 0931 Manager III (PEX)
- 1 1053 Sr. IS Business Analyst (PEX)
- 1 4224 Pr. Personal Prop Auditor (PEX)
- 1 4267 Pr. Real Property Appraiser (PCS)
- 2 1054 Pr. IS Business Analyst (V)

Budget, Finance & Contracts
5
- 1 0923 Manager II (PCS)
- 1 1824 Pr. Admin Analyst (PCS)
- 1 1822 Admin Analyst (PCS)
- 1 1632 Sr. Account Clerk (TEX)
- 1 1654 Accountant III (V - est. start FY25)

-0.22 attrition

Human Resources & Payroll
6
- 1 0922 Manager I (PCS)
- 2 1244 Sr. HR Analyst (PCS)
- 1 1822 Admin Analyst (PEX)
- 1 1844 Sr. Management Assistant (PCS)
- 1 1222 Sr. Payroll & Personnel Clerk (PEX)

Manager Ratio (Operating)	10.0%
Supervisor Ratio (Operating)	16.1%

Note:

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