

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2327030

Real Property Analyst 1, Grade 18	2327030
Real Property Analyst 2, Grade 23	2327035
Real Property Analyst 3, Grade 27	2327040

Brief Description of Class Series

Real Property Analysts collect, review, and reconcile assessment and real property data; appraise all types of real property; review and analyze municipal assessment administration practices; develop and support the real property system; research issues regarding real property tax administration and the interpretation of Real Property Tax Law; and administer educational and quality assurance programs related to these activities. These positions may also perform these activities as they relate to both sales and appraisals for complex commercial, industrial, and utility structural properties.

These positions are found only in the Department of Taxation and Finance, Office of Real Property Services. Major functional areas of the Office of Real Property Services include the School Tax Relief (STAR) program, State Owned Land (SOL) program, classification and balancing of assessment rolls, calculation of rates and ratios, technical aspects of the real property transfer reporting system, support state issued real property software, administration of state aid, assessor certification and training, data collection, and appraisal of real property, and special valuation calculations, such as special franchise property, railroad ceilings and valuation of oil and gas producing properties.

In the regional offices of the Office of Real Property Services, these positions oversee market analysis, reassessment support, state issued real software support, data coordination, real property appraisal, and provision of specialized assistance and information to a variety of internal and external customers, including local assessors, government and school officials, or property owners.

Distinguishing Characteristics

Real Property Analyst 1: full performance level; may supervise support staff; and functions as lead worker by serving as an expert in at least one major functional area.

Real Property Analyst 2: first supervisory level; supervises a unit or work team; may function as the division's expert in one or more major functional areas by providing technical advice and assistance to local government and professional staff; develops training curriculum, manuals, and procedures; appraises all types of real property.

Real Property Analyst 3: second supervisory level; manages a section or program in a central office or manages a regional office. In the central office, manages one or more programs headed by professional positions at Grade 23 or higher. In a regional or satellite office, manages the daily operations of the office and staff.

Illustrative Duties

Real Property Analyst 1: develops specifications for and assists in testing, installing, and upgrading real property software; develops training materials and trains division staff and local assessors on software, market value surveys, commercial data collection, field review procedures, and any other necessary instructions; provides guidance and advice to local municipalities and other customers; prepares and analyzes reports detailing tax shifts when determining specific assessments and real property policies and procedures; evaluates assessment practices in a municipality; interacts with local government officials and vendors in all phases of reassessment activity; analyzes valuation inventory reports and assists assessors in developing computer valuation models; assists with municipal implementation of homestead classification; appraises all types of real property, including but not limited to residential, farm, commercial, vacant, industrial, and utility structural properties; performs or trains staff in data collection, analysis, and valuation activities of real property sales and appraisals for market value surveys, ensuring compliance with procedures and survey parameters; performs ratio analyses and associated tasks to determine municipal levels of assessment; evaluates sales and property tax data from assessing officials, utility companies, and other State agencies; writes reports to support appraisals; and gathers and analyzes sales, financing, rental, structural, and expense information and company financial statements used to appraise property in accordance with the division's uniform procedures and guidelines and analyzes and evaluates data to establish equalization rates, railroad ceilings, special franchise assessments, and utility advisory appraisals; reviews and makes eligibility determinations related to the School Tax Relief (STAR) program and other homeowner benefit programs; assists in preparing procedures and work plans; provides guidance and advice to local municipalities and other customers; may serve as the lead on assigned projects; may supervise support staff; and may train and mentor staff.

Real Property Analyst 2: supervises and trains Real Property Analysts 1 and other staff; supervises and participates in the review and evaluation of assessment practices in a municipality and advises municipal officials on improvements; provides assistance and information to State and local officials; performs, supervises and reviews the data collection and appraisal of all types of real property; supervises and conducts the on-site evaluation of appraisals and sales; summarizes appraisal and sales

information gathered by staff to prepare market value surveys and advisory appraisals of property; schedules and manages staff assigned to develop economic market and income data standards; administers state-mandated training by developing curricula and examinations, and evaluates the effectiveness of training programs; determines compliance with the appropriate laws and rules that govern the State aid program; prepares program specifications and documentation for new and existing programs; analyzes assessment data and property tax administration practices, and prepares reports of findings; plans and supervises market value surveys for municipal full value measurement leads Real Property Analysts 1 in supporting the real property tax administration in one or more counties; consults with and advises all levels of local government in determining strategies for the resolution of real property tax issues; designs and plans research on policy issues relating to real property taxation, assessment administration, real estate markets, and other policy matters involving State and local government finance; defines the scope of the research; presents research results to State and local officials, private organizations, and the public; and may supervise units related to protests of real property determinations, such as STAR credit or exemption, or oversee staff fielding calls from assessors with questions related to real property tax laws, assessments, or property tax administration.

Real Property Analyst 3: manages teams by allocating resources and developing work plans and projects to ensure the delivery of products and services; provides or arranges for training of subordinate staff; consults with representatives of utility and industrial companies and agency accounting staff regarding original inventory data; provides high-level technical and analytical expertise to both subordinate staff, and internal and external customers; determines priorities for review of real property tax administration and the resolution of politically sensitive or controversial issues concerning real property tax matters; evaluates existing and proposed assessment and real property tax policies, procedures, rules, regulations, and laws and recommends modifications; revises work methodology and implements changes; reviews staff findings and proposes corrective actions to municipal officials; responds to concerns from local government officials; communicates agency policy to subordinate staff and implements policies in the central and regional offices; reviews and evaluates how proposed or newly enacted legislation will affect units operations; and may serve as an expert witness in court by testifying about real property tax administration.

Minimum Qualifications

Real Property Analyst 1

Open Competitive: bachelor's degree and two years of professional experience in the collection, review, and reconciliation of assessment and real property data and the appraisal and analysis of all types of real property; or successful completion of two-year traineeship.

Real Property Analyst 2

Promotion: one year of service as a Real Property Analyst 1.

Real Property Analyst 3

Promotion: one year of service as a Real Property Analyst 2.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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