Appraisal Training Record Tracking

*LA County Assessor’s Office*

Estimated Team Size: 3-4

Technologies Expected:

Open Source Tools: PHP, MySQL, JavaScript, HTML, WordPress

Team collaboration using JIRA

GIT source code control

Agile/Scrum project management methodology

Background Requested: Nothing specific

Description: The training section for the LA County Assessor’s Office tracks training courses and hours earned for appraisal staff and issues a Record of Appraisal Training Hours annually in order to assure that appraisers (1) can anticipate how many training hours they will need during the upcoming fiscal year and (2) that they have met their annual training requirements for the preceding fiscal year, as set forth in Section 671 of the Revenue and Taxation Code, Property Tax Rule 284. The California State Board of Equalization (SBE) provides computation guidelines to determine whether an appraiser has met his or her training hour requirements.

Detailed training data is currently being tracked through a combination of spreadsheets and databases that require a significant amount of effort to manage and reconcile. Updated records of training hours are currently mailed via snail mail to appraisal staff.

The student project team will work collaboratively with a technology team from the Assessor’s Office. Our objective for this project is to do the following:

Build a database to store appraisal training records and create an interface that automatically loads/updates data provided monthly by the California State Board of Equalization.

Develop a secure single sign-on website that provides appraisal staff with online access to their personal training records. The website should also include functionality that allows staff to self- report corrections to their official training records that can be reviewed and accepted or rejected by an administrator.

Create reports and notices that will be automatically emailed to appraisal staff, eliminating the need to physically print and mail hardcopy reports. This will include summaries that list how many training hours have been completed and how many additional training hours are required for the next fiscal year.