



CEU Packet

1034 - DIY Database Decluttering

02 COLLECTING AND MAINTAINING PROPERTY DATA

Description:

Clutter is everywhere. Whether we give something a makeshift home, misplace it, or put it aside for a rainy day, we are all prone to seemingly insurmountable disorganization. We will discuss DIY strategies to achieve and maintain a clutter-free database, regardless of your CAMA software.

Start Date: 9/1/2021 1:00:00 PM

End Date: 9/1/2021 2:30:00 PM

Learning Outcomes:

- Understanding the Importance of Standardized Business Processes
- Realization of the Impact of Inconsistent or Inaccurate Property Data
- Utilizing Microsoft Excel for Improved Data Integrity

Presenters:

Dylan DiGeronimo - Vision Government Solutions

Education

College of the Holy Cross

Bachelor of Arts, Political Science & Philosophy
Worcester, MA
May 2016

Certifications

IAAO 101 Fundamentals of Real Property Appraisal
2021

32 Hour Mediation Training from Mediation Services of North Central MA, Inc.
2017

Community mediation training that focused on the Principles of Mediation, Conflict Resolution, Active Listening, and Levels of Power within the mediation, confidentiality and writing an effective mediation agreement.

Professional Experience

Vision Government Solutions, Hudson, MA

Project Management Associate

January 2020 - Present

- Managing the New York City Vision CAMA Upgrade Project across internal and external teams. Overseeing version upgrade and NYC feature functionality enhancements.
- Successfully upgrading customers from Vision 6.5 to Vision 8
- Coordinating timelines and due dates across a Project Management software keeping an in-tact project plan in accordance with client specifications.
- Facilitating and prioritizing project requests from the client and internal stakeholders so they are taken care of in the most efficient manner.

Customer Support Engineer

March – December 2019

- Developed knowledge of the Vision CAMA system to be able to identify, triage, and solve issues relating to the software, client knowledge, training, bug fixes and enhancement requests.

The Twenty First Century Group, Washington, D.C.

Intern

April 4 – July 13, 2018

- Performed client-related tasks such as media outreach, background research, drafting memos, database management, and calling Congressional offices.
- Accompanied Lobbyists to meetings at the House of Representatives and Senate Office Buildings.
- Completed administrative duties including copying, filing, and scanning/faxing office documents.
- Helped with general set up and break down of events, took photos and assisted with guest services.

Pawlak and Higgins, LLC, Fitchburg, MA

Paralegal/Legal Assistant

2017 - 2018

- Performed administrative tasks and coordinated office activities such as filing, scheduling meetings, reviewing and sorting mail and other correspondence, creating client files, preparation of witness lists, exhibits and trial binders, and subpoena delivery.
- Interacted with clients via telephone, email and office visits in order to relay pertinent information concerning their cases.
- Conducted research and documented information relevant to active cases.
- Assisted attorneys with arranging and reviewing legal documents for accuracy.

Jenifer Rukstela

Project Manager

Summary

Performance driven professional with progressive experience in technology project consulting, software implementation management and data conversion. Recognized for outstanding time management and communication skills with demonstrated success in organizing cross-functional resources to execute multi-phase projects within tight timelines while ensuring quality of output. Track record for meeting deliverable dates, budgets, and SLAs. Exceptional architecture instincts augmented from years of training and hands-on experience leading technical project implementations.

Education

Southern New Hampshire University
Bachelor of Science, Data Analytics, 4.0

International Sports Science Association

Associates of Science, Exercise Science.
4.0

Memberships:

Project Management Institute
International Association of Assessing Officers

Certifications

PMI Project Management Professional (PMP) – Certificate #2702092

PMI Agile Certified Practitioner – Certificate #2600233

CT Certified Assessment Supervisor – Certificate #753

Professional Experience

Vision Government Solutions, Hudson, MA

Project Manager

2009- Present

Responsible for project management, data analysis, cost model calibration and consulting for software implementations for an innovative assessment platform provider. Project implementations include New England, VA, PA, CT, MA, NH, and ME.

- Engage with clients and internal teams to ensure that software implementation efforts are aligned with unique customer needs, project timelines, and budget expectations, while instituting project management methodologies to achieve high productivity and cost efficiency levels
- Establish standards, automated processes, and enhanced procedures to streamline data flow and communication across teams; actively develop approaches and frameworks to enhance data quality/integrity and tune SQL queries
- Facilitate virtual working sessions to obtain input from multi-disciplinary teams consisting of developers and end-users to define data requirements and document application structures
- Evaluate implementation requests including performing scope reviews, gathering business requirements, understanding future state design, and build activity analysis
- Structure governance processes for implementation architecture, oversight and engagement; create a disciplined project management environment based on speed of decision-making and project visibility
- Improve the planning, prioritization and execution of work streams and identify project bottlenecks

Selected Projects:

- Fast-tracked a client full implementation and revaluation project from 18 months to 6 months; oversaw data conversion and then led all aspects of project including managing data collectors, field reviews, sales analysis and valuation, testing, and launch
- Assigned to turnaround a complex trouble project operating in an unstable environment; developed a project plan to meet clients go-live date and executed all tactical elements of project including conversion, interface development, and training

Project Manager

2006 - 2009

Managed various phases of projects including conducting current state assessments, gathering requirements, definitions and functional specifications, documentation, statistical reporting, calendar management, and timelines.

- Partnered with cross-functional resources to understand, implement and manage project life cycles; led project status updates, ensured meeting



Thomas M. Blackwell, MCR

Commissioner of the Revenue Essex County, Commonwealth of Virginia

317 Prince Street

P.O. Box 879

Tappahannock, VA 22560

804.443.4737

tblackwell@essex-virginia.org



Certifications

Master Commissioner of the Revenue (MCR)

University of Virginia Weldon Cooper Center for Public Service

July 2011 to Present

| <u>Topic</u> | <u>Learning Objectives</u> <i>the learner will be able to...</i> |
|---|---|
| Intro w/ Gratitude | Meet the presenters |
| Session Goals | Understand the presentation goals and objectives. |
| Setting the Stage | Make the impact of poor data quality real and personal |
| Overview of Data Standards (2.2, 2.3) | Introduce the IAAO Standard on Data Quality |
| Survey Results | Review industry feedback about perceived data quality in various jurisdictions |
| Pulling Data into Excel (Sorting/Filtering) | Review multiple methods of bringing property data into Excel for analysis, and how to sort and filter |
| Content (examples in each) | Introduce the four IAAO dimensions of Data Quality |
| Dimension 1: Accuracy | How to test data for accurate alignment with assessor specifications |
| Dimension 2: Currency | How to review data for alignment with the current market, and current property characteristics |
| Dimension 3: Consistency | How to review data to gauge consistent application throughout the database |
| Dimension 4: Completeness | How to search for incomplete data records and missing components |
| Daily Data Quality | Threading data quality initiatives into existing business processes |
| Recap | Review of session learning |
| Thanks | Appreciation for attendees |
| For More Information/Contact | Presenter contact information |

Total Time Estimate: 1 Hour and 20 Minutes

Jenifer Rukstela

Project Manager

Certified Connecticut Municipal Assessor
I – Certificate #1576

Training:

Management for IT Professionals

Oracle Database 11g: Introduction to
SQL

Microsoft SQL Server 2008 – Transact
SQL

New Technology for Real Estate
Appraisers

Real Estate Finance Statistics and
Valuation Modeling

Real Estate Principles & Practices

Appraisal I & Appraisal II

Evaluating Residential Construction

IAAO Standards of Professional Practice
and Ethics

IAAO Fundamentals of Real Property
Appraisal

IAAO Income Approach to Value
USPAP

actions were documented and delivered projects on-time, on budget, and within scope

- Oversaw quality assurance, feasibility studies and release schedules while using project management techniques to improve planning, prioritization, and the tactical execution
- Directed multiple project requests simultaneously and prioritize based on business and client needs; ensured lines of communication remained open, objectives were clearly communication, and deadlines were met

Town of Manchester, Manchester, CT

Assistant Assessor

2003 - 2005

Reviewed and determined tax assessments for property utilizing market, cost and comparable sales data.

- Investigates and reviews real property assessment challenges at the administrative and judicial stage
- Gathered real property and data from various sources, including field data, property owners, contractors, protest applications, trade journals, income and expense reports, and market sales and listings
- Investigated, advised and explained the contents of deeds, mortgages, leases, surveys, and other related documents
- Interpreted maps, surveys, building plans, and construction

Leshar Glendinning Municipal Services, East Haven, CT

Senior Appraiser

2001 - 2003

Appraisal of residential properties and data verification of commercial and residential employees. Assisted with training of colleagues in data collection and valuation techniques.

CLT, Tolland, CT

Data Collection Supervisor

2000 - 2001

Supervised residential data collection, data entry, and performed quality control. Assisted with residential valuation review. Enter orders and returns as needed

Experience

COR

Commissioner of the Revenue, Essex County, Commonwealth of Virginia

November 2005 to Present

Chief Tax Assessor for Essex County & Town of Tappahannock

Senior Software Engineer

AECOM (formerly EG&G Technical Services)

June 1999 to November 2005

Dahlgren, VA

Systems Software Engineering & Contract Management

Software Engineer

CSC (formerly ORI)

January 1983 to June 1999

Falls Church, VA / Fredericksburg, VA

Systems Safety & Software Safety Engineering (CSC / ORI / ARC / Carlyle Group / CSC)

Surface Warfare Officer (1115)

US Naval Reserve

January 1983 to June 1994

Dahlgren, VA / White Oak, MD / Crystal City, VA

Research, Development, Test & Evaluation

Surface Warfare Officer (1110)

US Navy

June 1974 to December 1982

Dam Neck, VA / Bath, ME / Charleston, SC / Mayport, FL / Biloxi, MS / Pentagon

Surface Warfare Officer aboard east coast guided missile destroyers "Mahan" and "Dale" ('74 - '79)

Computer Systems Analyst for Defense Communications Agency, The Pentagon ('79 - '82)

Timed Outline

5 minutes

2 minutes

3 minutes

5 minutes

5 minutes

10 minutes

5 minutes

7 minutes

7 minutes

7 minutes

7 minutes

5 minutes

5 minutes

5 minute

1 minute

Education

University of North Carolina at Chapel Hill

B.A. Chemistry / Naval Science (NROTC)

1970 to 1974

Activities and Societies: NROTC Drum & Bugle Corps / UNC Hospital Pediatric Ward Volunteer / The Navigators

Mary Washington College

B.L.S. Computer Science

1992 to 1996

Activities and Societies: Alpha Sigma Lambda Honor Society

Bachelor of Liberal Studies, Computer Science

Tappahannock High School

Diploma College Prep

1966 to 1970

Activities and Societies: Valedictorian / National Honor Society / American Legion Boys State / THS Football (3), Baseball (4), Basketball (4) / THS Band (4) & Chorus (3)

Publications

Brief History of Land Use Values in Essex County

Essex County Countryside Alliance Annual Report - August 2016

Analysis of Virginia's State Land Evaluation & Advisory Council (SLEAC) values for land use taxation in Essex County from 2008 to 2016, and projection of use values for 2017 and subsequent years.

Conservation Easements - Impact on Local Property Taxes

Essex County Countryside Alliance Annual Report - August 2010

Conservation easements can have a favorable impact on lowered assessed values and ultimately increase the level of state aid for K-12 school funding to a locality.

Professional Courses

Appraisal of Land (IAAO Course 201)

Assessment Administration (IAAO Course 400)

Fundamentals of Assessment Ratio Studies (IAAO Workshop 452)

Fundamentals of Mass Appraisal (IAAO Course 300)

Fundamentals of Real Property Appraisal (IAAO Course 101)

Income Approach to Valuation (IAAO Course 102)

Lawful Employment Practices (State Compensation Board Workshop)

Mass Appraisal Practices & Procedures (IAAO Course 331)

Residential Modeling Concepts (IAAO Course 311)

Tax Policy (IAAO Course 402)

USPAP (IAAO Workshop 151)

Organizations

Virginia Commissioners of the Revenue Association (VACOMREV)

Member - November 2006 to Present

Tidewater District President - October 2006 to October 2008

5th Vice President - September 2014 to September 2015

4th Vice President - September 2015 to September 2016

3rd Vice President - September 2016 to September 2017

2nd Vice President - September 2017 to September 2018

1st Vice President - September 2018 to September 2019

President - September 2019 to September 2020

International Association of Assessing Officers (IAAO)

Member - July 2006 to Present

Virginia Association of Assessing Officers (VAAO)

Member - July 2006 to Present

Co-Chairperson, Land Use Committee - October 2014 to October 2017

Volunteer Experience

Essex County Museum & Historical Society

Museum Docent - 2006 to present

Board of Directors - 2010 to 2014, 2016 to 2018

President - 2016 to 2018

Rappahannock Chapter, Virginia Society, Sons of the American Revolution (VASSAR)

Board of Directors - July 2018 to Present

President - January 2021 to Present