

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Highway Operations
<b>4. Civil Service Position Code Description</b> PROPERTY MANAGER-3	<b>10. Division</b> Bay Region
<b>5. Working Title (What the agency calls the position)</b> Region Real Estate Manager	<b>11. Section</b> Development
<b>6. Name and Position Code Description of Direct Supervisor</b> SHELTON, ANNETTE K; ENGINEER MANAGER LICENSED-4	<b>12. Unit</b> Real Estate
<b>7. Name and Position Code Description of Second Level Supervisor</b> RANCK, ROBERT A; SENIOR POLICY EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> 5859 Sherman Road, Saginaw, MI 48604 / M-F, 7:00am-3:30pm (hours may vary)
<b>14. General Summary of Function/Purpose of Position</b>	
<p>This position functions as a first-line professional manager of professional positions in a complex work area and coordinates and administers the Region business processes for the real estate unit. The manager is to maintain alignment within the region and with other Regions, Lansing Central Office, and the Federal Highway Administration (FHWA). The Region Real Estate Manager is also responsible for participation in the condemnation actions filed on parcels within the region to assist and advise on the settlement opportunities and proposals, and damage hearing preparation. The manager is charged with meeting deadlines; meeting MDOT customer needs; resolving complex issues to ensure successful process; monitoring right-of-way phase budgets, project, and program implementation; and to ensure continued operations for delivery of MDOT services and products. Wherever possible identifies, recommends, and implements improvements in the work methods and materials utilized in the position. This position acts as a manager and is responsible for ensuring the technical and personal development of employees and their commitment to customer service.</p> <p>This position requires possession of a valid driver's license to meet with parcel owners.</p>	

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary:**

**Percentage: 40**

Perform as the manager of the Bay Region Real Estate Unit. Monitor delivery of the region real estate program, provide leadership and expertise to solve complex issues, and implement improvement processes. Ensure alignment with region and statewide policies and guidelines.

This position requires possession of a valid driver's license to meet with parcel owners.

**Individual tasks related to the duty:**

- Supervise the preparation and revision of right-of-way (ROW) plans and estimates for various design projects throughout the Bay Region, in accordance with the project schedule and budget.
- Analyze the chain of title for parcels to be acquired and resolve any issues with the chain of title.
- Coordinate region and central office real estate staff to acquire project parcels from ROW plans through closing of the parcels and register of deeds.
- Recommend all administrative settlements for approval, for acquisition of parcels under region authority, and recommend and justify all settlement proposals that need central office approval.
- Ensure all region projects with real estate involvement are certified on schedule and in full compliance with established written regulations and procedures.
- Monitor the real estate unit's performance, and that of other resource areas, and make necessary adjustments to assure quality and production commitments are met.
- Establish and implement an effective and efficient quality control plan for all work performed in the real estate unit.
- Participate in various quality assurance reviews which includes reviewing other regions work to ensure conformance with procedures.
- Assist the Project Managers in coordinating real estate items with other work areas as well as governmental and private agencies, railroads, and utilities.
- Participate in pre-letting briefings and pre-construction meetings.
- Serve as advisor on revisions to ROW plans after the contract has been awarded.
- Work with the Region Development Associate and the designated Region or Transportation Service Center (TSC) Project Managers to determine project assignments, ROW budgets, schedules, and available resources.
- Serve as the point of contact for all real estate items in the Region.
- Act as liaison with other divisions in MDOT to assure coordination of overall transportation programs in the Bay Region.

**Duty 2**

**General Summary:**

**Percentage: 25**

Perform the necessary functions of a manager and implement MDOT's Workforce & Succession Planning System and manage real estate staff.

**Individual tasks related to the duty:**

- Handle unit employee relations including the filling of vacant positions including initiating outreach and recruitment activities, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensure compliance with equal employment opportunities (EEO).
- Provide direction and oversight to staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Delegate work assignments and coordinate the workload within the unit. Monitor the work of staff and provide leadership in the development and implementation of quality assurance and improvement standards.
- Approve time sheets timely as well as the use of leave privileges for staff.
- Establish performance expectations for staff. Ensure the effective use of performance management system throughout the area, complete performance ratings, counsel employees, conduct disciplinary conferences, and participate in employee grievances.
- Oversee and monitor the unit's expenditures and costs and coordinate with project managers to ensure compliance with the ROW phase and project budgets.
- Work with other Region managers in the development and implementation of technical workforce development plan for the Region.
- Continuously identify roles within the unit and develop a strategy for retaining and filling these roles.
- Support the life cycle of staff through performance management, learning and development, disembarking, recruiting, and onboarding.

- Provide for continuing education and training for current and new real estate staff to ensure consistency with current standards, methods, and regulatory requirements.
- Mentor real estate staff on appraisal, negotiating, acquisition, and closing of parcels and recording of deeds.
- Support a culture of equity and inclusion within the real estate unit.

**Duty 3**

**General Summary:** **Percentage: 15**

Manage quality assurance processes for region real estate assignments.

**Individual tasks related to the duty:**

- Review plans for region projects requiring the purchase of ROW.
- Lead the quality assurance process for all region real estate projects including the reliability of the information entered into Land Asset Management Data Application (LAMDA).
- Coordinate with designated Region/TSC project managers to ensure final quality of the complete ROW plans.
- Recommend changes to region policies and procedures aimed at improving business practices.
- Measure performance and make systematic and continuous improvements as needed and report on the same.

**Duty 4**

**General Summary:** **Percentage: 10**

Assist in the performance of the most complex activities related to any Real Estate function or responsibility.

**Individual tasks related to the duty:**

- Assist the real estate staff specialist in developing estimated just compensation for the most complex parcels.
- Assist in the preparation of the most complex relocation plans, benefit determinations, and claims and oversee the provision of relocation services.
- Review information and data prepared for ROW cost estimates.
- Review and recommend all administrative settlements for approval, for acquisition of parcels under region authority, and recommend and justify all settlement proposals that need central office approval.

**Duty 5**

**General Summary:** **Percentage: 5**

Provide Attorney General's Office assistance in preparation of all condemnation cases in the Bay Region.

**Individual tasks related to the duty:**

- Provide court testimony on real estate issues for condemnation matters.
- Provide assistance in developing settlement proposals and/or trial strategy for condemnation cases.
- Assist in identifying and obtaining expert witnesses for trial purposes.

**Duty 6**

**General Summary:** **Percentage: 5**

Perform other duties as assigned.

**Individual tasks related to the duty:**

- Serve on various committees, and subcommittees, as requested by the Bay Region Associate Engineer-Development or recommended by the Real Estate Division Administrator.
- Serve as the region representative on the Real Estate Alignment Team, LAMDA enhancement team, and other statewide teams. Make recommendations in regard to real estate policy and procedure.
- Represent the Region at stakeholder's meetings.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Setting realistic schedules based on available unit capacity to meet schedules. Decisions of critical nature involving an injunction served on a real estate matter to stop a construction project and the commitment to settling the issue or

administrative payment of funds for the good of the department. Not acting in critical situations may result in costly project delays and added expenditures.

**17. Describe the types of decisions that require the supervisor's review.**

When the nature of the problem exceeds the Property Manager authority, involving concurrent supporting decisions of other divisions, or when decisions may involve departments exposure to legal suit.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Extensive travel, including evening and some weekend travel, on a statewide and/or region basis. Evening and weekend appointments with property owners. Patience and tact dealing with property owners and members of the general public who are often opposed to a particular transportation project or who are unwilling to dispose of their property for a transportation project. Ability to traverse different terrains and inspect different kinds of property including entering different kinds of structures and buildings on property which may be multi-leveled and may not meet Americans with Disabilities Act (ADA) standards. This position requires possession of a valid driver's license. Position may require availability outside normal working hours based on operational needs.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
WILLIAMS, KELCY	PROPERTY ANALYST-A 12	DOBSON, NICOLE M	PROPERTY ANALYST-E P11
D'AMBROSIO, JOE	PROPERTY ANALYST-E P11	VACANT	PROPERTY SPECIALIST-2
TAYLOR, KEN D	TRANSPORTATION TECHNICIAN-A 11		

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work.                      |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work.                     |
| <input checked="" type="checkbox"/> Approve leave requests.            | <input checked="" type="checkbox"/> Review work.                      |
| <input checked="" type="checkbox"/> Approve time and attendance.       | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand.                  | <input checked="" type="checkbox"/> Train employees in the work.      |

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes.

**23. What are the essential functions of this position?**

This position functions as a first-line professional manager of professional positions in a complex work area and coordinates and administers the Region business processes for the real estate unit. The manager is to maintain alignment within the region and with other Regions, Lansing Central Office, and the Federal Highway Administration (FHWA). The Region Real Estate Manager is also responsible for participation in the condemnation actions filed on parcels within the region to assist and advise on the settlement opportunities and proposals, and damage hearing preparation. The manager is charged with meeting deadlines; meeting MDOT customer needs; resolving complex issues to ensure successful process; monitoring right-of-way phase budgets, project, and program implementation; and to ensure continued operations for delivery of MDOT services and products. Wherever possible identifies, recommends, and implements improvements in the work methods and materials utilized in the position. This position acts as a manager and is responsible to ensure the technical and personal development of employees and their commitment to customer service.

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24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The function is to secure all property interest and rights necessary to construct, operate, and maintain the transportation system. The function has the responsibility for related activities, including real estate engineering, appraisals, negotiations, relocation assistance, property clearance, and management of excess properties.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Possession of a bachelor's degree in any major.

**EXPERIENCE:**

Four years of professional experience in real estate equivalent to a Property Analyst, including two years equivalent to a Property Analyst P11 or one year equivalent to a Property Analyst 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- real estate procedures
- federal, state, and departmental rules/practices
- processes in completing negotiations for leases
- landowner rights
- property record keeping
- training and supervising techniques
- employment practices and techniques

Skill in:

- effectively managing the work and performance of others

Ability to:

- take year-round continuing education courses to maintain appraisal license
- interact with the public and with property owners
- instruct, direct, and evaluate employees
- plan, organize, and distribute assignments
- interpret, explain, and apply complex laws, rules, and regulations
- conduct training and/or information sessions
- communicate effectively
- maintain favorable public relations

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

- Subclass Code: APPR - Possession of a valid Michigan Real Estate Appraiser's license is required or must be obtained within 6 months of the date of hire into the position.
- Possession of a Michigan Broker's License is preferred.
- Possession of a valid driver's license is required and must be maintained throughout employment in the position.

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

*I certify that the entries on these pages are accurate and complete.*

JENNIFER HADDON

5/27/2026

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date