

Position Code 1. PROPAN

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

2.Employee's Name (Last, First, M.I.)	8.Department/Agency Transportation/5901
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
4.Civil Service Position Code Description Property Analyst-E (9-P11)	10.Division Development Services Division
5.Working Title (What the agency calls the position) Appraisal Analyst	11.Section Real Estate Services Section
6.Name and Position Code Description of Direct Supervisor Abernathy, Andrea; Property Manager 14	12.Unit Project Support Unit
7.Name and Position Code Description of Second Level Supervisor Vanis, Teresa R; State Administrative Manager 15	13.Work Location (City and Address)/Hours of Work Various locations / M-F 7:30 a.m. - 4:30 p.m.

14. General Summary of Function/Purpose of Position

The appraisal property analyst in the Project Support Unit assists in a variety of appraisal tasks for the valuation of parcels needed for litigation, acquisition, and property management activities in accordance with state and federal regulations. Responsibilities of this position include assisting and completing appraisal valuation reports under the guidance and oversight of a supervising appraiser. Appraisal assignments may include single family residential, multi-family residential, large commercial, and industrial parcels. This position works closely with senior level appraisal analysts and may need to work independently to complete various valuation tasks associated with the completion of appraisal valuation. Individual appraisal tasks include gathering property and sales information as well as monitoring contracts and evaluating the work of real estate appraisal consultants.

This position is a statewide position and is assigned work in North and Superior region office locations. This position may also be required to cross-train in one of the seven region offices or other units of the Real Estate Services Section in central office to gain experience in acquisition, relocation, and property management functions.

This position requires possession of a valid driver's license to perform field inspections.

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 of Duty 1 % of Time 60

Assist senior level property analysts in completing appraisal and appraisal review assignments. Appraisal assignments may involve valuation of property for the acquisition of right-of-way (ROW) for transportation projects, litigation activities including condemnation, and valuation of property for excess property sales.

This duty requires possession of a valid driver's license to perform field inspections.

Individual tasks related to the duty.

- Assist in the preparation of appraisals and appraisal reviews on all types of properties.
- Acquire information regarding the market value of property by working closely with municipalities, real estate agencies and other appraisers.
- Perform field inspections of properties acquired and of comparable market transactions.
- Monitor the work of contractors.
- Assist in reviewing documents that address ongoing concern, business relocation, cost-to-cure, fixtures, development rights, damages and benefits.
- Prepare market studies for approval.
- Assist in completing project ROW cost estimates.
- Assist senior level analysts involved in condemnation activities.

Duty 2

General Summary of Duty 2 % of Time 25

Assist senior level property analysts with contracting functions needed for real estate appraisal and appraisal review services.

Individual tasks related to the duty.

- Scope projects with senior level analysts.
- Assist in the preparation of appraisal scope of services.
- Estimate consultant appraisal fees.
- Assist in the selection of qualified contractors.
- Assist in the completion of performance evaluations and processes payments to contractors.
- Complete preliminary interviews with property owners.

Duty 3

General Summary of Duty 3 **% of Time** **10**

Assist senior level property analysts with the development, implementation, and presentation of appraisal training for consultants and central office and region staff.

Individual tasks related to the duty.

- Provide assistance with the following:
 - Developing and presenting training for appraisal contract monitoring.
 - Developing and presenting training for evaluating appraisal consultants' activities and work product.
 - Developing and presenting training for appraisal assignments and estimating appraisal fees.
 - Developing and presenting training for appraisal contracting and payments.

Duty 4

General Summary of Duty 4 **% of Time** **5**

Provide assistance to one of the other units in Real Estate Services Section or one of the seven region offices when required.

Individual tasks related to the duty.

- Perform acquisition work for one of the seven region offices to negotiate the purchase of property for ROW projects.
- Perform relocation work for one of the seven region offices to successfully relocate displaces from project parcels.
- Provide assistance for Quality Assurance reviews.
- Perform property management functions including assistance with excess property sales and public auctions.
- Provide assistance with condemnation and tort functions.
- Other duties as assigned.

Duty 5

General Summary of Duty 5 **% of Time** **_____**

Individual tasks related to the duty.

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Duty 6

General Summary of Duty 6 **% of Time** _____

Individual tasks related to the duty.

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

Decisions on how to appraise a property or prepare an appraisal review; how to solve contract issues and contractor payments (with or without assistance). These decisions may affect regions, other sections, consultants, and management. Whenever possible, identifies and recommends for approval, improvements to the appraisal work process and appraisal guidance utilized in the ROW process statewide.

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

When interpretation of a legal or policy issue arises and when the supervisor's judgment is required for department approval.

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

May be required to transport heavy files and right of way plans, enter upon and traverse across all types of real property, including multi-level and non-handicap accessible property, extensive and overnight travel, and travel in high traffic areas where future improvements are planned. This position is assigned work in the North and Superior region office areas and may be required to report to a region office location for an extended period based on work assignments. This position requires possession of a valid driver's license. Position requires extensive use of a computer. 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. (If more than 10, list only classification titles and the

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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

☐ Complete and sign service ratings.

☐ Assign work.

☐ Provide formal written counseling.

☐ Approve work.

☐ Approve leave requests.

☐ Review work.

☐ Approve time and attendance.

☐ Provide guidance on work methods.

☐ Orally reprimand

☐ 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?

The appraisal property analyst in the Project Support Unit assists in a variety of appraisal tasks for the valuation of parcels needed for litigation, acquisition, and property management activities in accordance with state and federal regulations. Responsibilities of this position include assisting and completing appraisal valuation reports under the guidance and oversight of a supervising appraiser. Appraisal assignments may include single family residential, multi-family residential, large commercial, and industrial parcels. This position works closely with senior level appraisal analysts and may need to work independently to complete various valuation tasks associated with the completion of appraisal valuation. Individual appraisal tasks include gathering property and sales information as well as monitoring contracts and evaluating the work of real estate appraisal consultants.

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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 Real Estate Services Section is responsible for statewide policy, procedure, guidelines, technical expertise, problem solving, training, consultant lists, condemnation coordination and forms in support of the Regions, Real Estate Services Section, and the Attorney General's Office by providing appraisal, acquisition, relocation, title abstracting, tax payment services, consultant contracting, Local Public Agency compliance, right of way clearance, and special projects. This position is responsible for completion of appraisal and appraisal consultant assignments related to litigation, acquisition, and property management tasks required to meet the demands of statewide real estate activities for the Department.

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:

Property Analyst 9

No specific type or amount is required.

Property Analyst 10

One year of professional experience in real estate equivalent to a Property Analyst 9.

Property Analyst P11

Two years of professional experience in real estate equivalent to a Property Analyst, including one-year equivalent to a Property Analyst 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- developing, implementing, and presenting training to staff within the department.
- extensive knowledge of complex appraisal problems, market studies, appraisals, and appraisal reviews on complex parcels.

Ability to:

- travel statewide effectively.
- Communicate effectively.
- perform duties as described above.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license is required.
- Subclass Code: APPR: Possession of 1 of the following licenses is required at the time of hire and must maintain throughout employment in the position:
 - Michigan Real Estate Appraiser - Limited.
 - Michigan Real Estate Appraiser – Certified Residential
 - Michigan Real Estate Appraiser – Certified General

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable
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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.