

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

Position Code

1. PROPALTA73N

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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Development
4. Civil Service Position Code Description PROPERTY ANALYST-A	10. Division Development Services Division
5. Working Title (What the agency calls the position) Appraisal Senior Analyst – North and Superior Regions	11. Section Real Estate Services Section
6. Name and Position Code Description of Direct Supervisor ABERNATHY, ANDREA J; PROPERTY MANAGER-3	12. Unit Program Services Unit
7. Name and Position Code Description of Second Level Supervisor VANIS, TERESA R; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Various Locations / M-F, 7:30am-4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

The senior level property analyst in the Program Services Unit performs the most complex appraisal assignments for parcels related to litigation, acquisition, and property management activities in accordance with state and federal regulations. Responsibilities of this position include reviewing and completing complex appraisal valuation reports for all parcel types including single family residential, multi-family residential, large commercial, and industrial parcels. This position must be able to interpret and resolve valuation issues in compliance with state and federal laws and is required to monitor and evaluate real estate appraisal consultants. The position contracts qualified consultant appraisers for valuation needs and monitors the consultant through job completion. This position reviews all documents that address business relocation, going concern valuation, cost-to-cure, fixtures, development rights, damages, and benefits to commercial and industrial parcels. This position develops, implements, and presents appraisal training to central office and region staff.

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:

Percentage: 60

Complete complex appraisal and appraisal review reports including multi-family residential, large commercial, and industrial parcels. Appraisals are completed utilizing sales comparison, cost, and income approaches to value for all types of properties. Provide technical appraisal expertise for condemnation cases that are complex, adversarial in nature, and have multiple valuation and legal issues.

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

Individual tasks related to the duty:

- Prepare appraisals and appraisal review reports on vacant and improved residential, agricultural, industrial, commercial, and special purpose properties including multi-family residential.
- Review title reports and right-of-way (ROW) plans to assist in appraisal problem identification and determination of report format.
- Work closely with municipalities, real estate agencies, and other appraisers to acquire information regarding the market value of property.
- Perform field inspections of properties acquired and of comparable market transactions.
- Review all documents that address ongoing concern, business relocation, cost-to-cure, fixtures, development rights, damages, and benefits to residential, commercial, and industrial parcels.
- Coordinate with the Office of Attorney General on properties that have a high probability of being condemned. Identify the major issues in the cases and locates expert witnesses. Develops appraisal case strategies aimed at reducing overall monetary exposure to MDOT. Reviews and critiques appraisal reports in condemnation cases for the Assistant Attorney General assigned to the case. Analyzes claims for respondent expert witness fees. Testifies as an appraisal expert witness at trial when required.
- Coordinate appraisal work with Special Assistant Attorney General on mega projects for Michigan Department of transportation (MDOT). Review appraisal reports updated for litigation purposes and ensures appraisal strategies are consistently applied to project parcels.
- Prepare Restricted Appraisals or Waiver Valuations for nominal parcel acquisitions and disposal of MDOT excess property.

Duty 2

General Summary:

Percentage: 25

Contract/Project manager for consultant services. Monitor, evaluate, and critique appraisal contracting services for real estate appraisal and appraisal reviews involving highly technical and complex assignments including residential, multi-family residential, large commercial, and industrial parcels.

Individual tasks related to the duty:

- Scope projects with region personnel to determine an appraisal project schedule.
- Identify unique and/or unusual appraisal problems at the early stages of projects.
- Prepare the most complex appraisal problems setting forth all unique characteristics of the properties, including property rights and fixtures.
- Identify items which may affect the method and techniques utilized in the valuation of a property.
- Estimate consultant appraisal fees.
- Select qualified contractors.
- Complete performance evaluations and process payments to contractors.
- Complete preliminary interviews with property owners and MDOT buyer, when requested.
- Interview independent fee appraisers and other valuation experts as part of the application to provide real estate services.

Duty 3

General Summary:

Percentage: 10

Develop, implement, and present appraisal training for central office, region staff, and Local Public Agencies.

Individual tasks related to the duty:

- Develop and present training for appraisal contract monitoring.
- Develop and present training for evaluating appraisal consultant's activities and work product.
- Develop and present training for appraisal assignments and estimating appraisal fees.
- Develop and present training for appraisal contracting and payments.

Duty 4

General Summary:

Percentage: 5

Assist other units in Real Estate Services Section when required.

Individual tasks related to the duty:

- Perform acquisition work to negotiate the purchase of property for ROW projects.
- Perform relocation work to successfully relocate displaces from project parcels.
- Assist with Quality Assurance reviews.
- Perform property management functions including assistance with excess property sales and public auctions.
- Assist with condemnation functions.
- Maintain required resources and data services such as multi-list or cost services.
- Other duties as assigned.

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, and how to train new appraisal staff. These decisions may affect regions, other sections, consultants, and management. Whenever possible identify, recommend, and implement 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.

Requests for education, resources, or items involving monetary expenditures that affects budgeting.

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.

May be required to transport heavy files and ROW 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.

Additional Subordinates

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

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

The senior level property analyst in the Program Services Unit performs the most complex appraisal assignments for parcels related to litigation, acquisition, and property management activities in accordance with state and federal regulations. Responsibilities of this position include reviewing and completing complex appraisal valuation reports for all parcel types including single family residential, multi-family residential, large commercial, and industrial parcels. This position must be able to interpret and resolve valuation issues in compliance with state and federal laws and is required to monitor and evaluate real estate appraisal consultants. The position contracts qualified consultant appraisers for valuation needs and monitors the consultant through job completion. This position reviews all documents that address business relocation, going concern valuation, cost-to-cure, fixtures, development rights, damages, and benefits to commercial and industrial parcels. This position develops, implements, and presents appraisal training to central office and region staff.

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.

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, ROW 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 12

Three years of professional experience in real estate equivalent to a Property Analyst, including one year equivalent to a Property Analyst P11.

Alternate Education and Experience

Property Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Travel statewide effectively.
- Perform duties as described above.
- Communicate effectively

Knowledge of:

- Developing, implementing, and presenting training to staff within the department.
- Complex appraisal problems, market studies, appraisals, and appraisal reviews on complex parcels.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Possession of a valid driver's license is required.
- Subclass Code APPR: Possession of a Michigan Real Estate Appraiser - Certified General license is required and must maintain 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.

None

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

ASHLEY PARSONS

9/26/2025

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