

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

Position Code 1. PROPALTA98N

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) Highway Operations
4. Civil Service Position Code Description PROPERTY ANALYST-A	10. Division Metro Region
5. Working Title (What the agency calls the position) Senior Property Analyst	11. Section Development
6. Name and Position Code Description of Direct Supervisor TRAVIS, LINDA; PROPERTY MANAGER-3	12. Unit Real Estate
7. Name and Position Code Description of Second Level Supervisor JAY, THOMAS C; PROPERTY MANAGER-4-FZN	13. Work Location (City and Address)/Hours of Work 18101 W Nine Mile Rd, Southfield, MI 48075 / M-F 7:30am - 4:30 pm (hours may vary)
14. General Summary of Function/Purpose of Position This position functions as a senior level property analyst performing the most complex acquisition, appraisal, relocation, and property management activities in accordance with state and federal regulations on a region-wide basis. This position inputs and retrieves data from the department's Land Asset Management Data Application (LAMDA) and ProjectWise for each property function completed; participates in public meetings and testifies at court proceedings. This position requires possession of a valid driver's license to meet with property owners and 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: 70

Negotiate complex parcels, which may include items such as damages, cost to cure, and fixtures. Contact may require coordination with other divisions in Michigan Department of Transportation (MDOT) and other state agencies. Acquire parcels that may contain multiple title problems and multiple parties of interest. Examples of complex negotiations include multi-family residential, large businesses, or parcels where condemnation action is likely.

This duty requires possession of a valid driver's license to meet with property owners.

Individual tasks related to the duty:

- Resolve multiple problems with parties of interest, tax liens, chain of title, etc.
- Make offers for land, improvements, damages, cost to cure, and fixtures for the most complex parcels.
- Prepare purchase agreements, options, other instruments of conveyance, memorandums of negotiations, and correspondence.
- Acquire parcels of property for non-highway purposes, such as airports, port authorities, non-motorized trails, maintenance facilities, and/or involving joint acquisitions.
- Monitor, guide, and direct the work of contractor consultants and other MDOT staff as needed.
- Monitor and audit local public agencies for compliance with state and federal laws governing the appraisal, acquisition, and relocation review process.
- Respond to questions regarding offers by working closely with the Bureau of Development's Condemnation Unit staff and Attorney General's office.
- Testify in court cases or administrative hearings as needed.
- Propose and negotiate exchanges of excess property and rights of first refusal.
- Participate in public meetings.

Duty 2

General Summary:

Percentage: 10

Prepare appraisal problems, market studies, appraisals and/or appraisal reviews on complex parcels. Examples of complex appraisal parcels include multi-family residential, large commercial and/or industrial parcels. Appraisal Reports that are completed are more complex in nature and would utilize all three approaches to value: sales comparison, cost and income approaches.

Prepare and review the most complex real estate appraisal reports for acquisition of complex right-of-way (ROW) and sale of excess land, along with appraisal problems, market studies, economic studies, and preliminary interviews.

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

Individual tasks related to the duty:

- Conduct preliminary interviews.
- Prepare market studies, appraisals and appraisal review reports.

- Prepare appraisal problems for submission to Central Office, Bureau of Development.
- Work closely with municipalities, real estate agencies, acquiring information to form an opinion of value.
- Perform field inspections of properties by traversing the terrain and observing the interior and exterior of buildings.
- Determine values for excess property and improvements.
- Determine rental rates.

Duty 3

General Summary:

Percentage: 10

Develop Conceptual Stage Relocation Plans involving personal property moves, single family and multi-family residential displacements, commercial displacements, and last resort housing. Preparation of these types of relocations is more sophisticated in nature, dealing with five plus occupants, which may require special housing accommodations.

Individual tasks related to the duty:

- Prepare ROW plans involving personal property moves, single family, and large multi-family residential and commercial displacements.
- Determine replacement housing payments, rental assistance payments, and purchase down payments by preparing replacement housing determinations.

- Assist displacees with obtaining professional moving estimates for personal property moves.
- Assist displacees in preparing relocation claims.
- Ensure relocation claims are processed in a timely manner.
- Prepare memorandum of negotiations and correspondence.
- Prepare relocation studies when requested and provide post relocation assistance when necessary.
- Assist in preparing for relocation appeals and testify at Administrative Appeal Hearings when necessary.

Duty 4

General Summary:

Percentage: 5

Act as a project manager and oversee acquisition activities on MDOT projects. Perform excess property activities related to the maintenance and sale of property lying outside ROW lines including rental, leases, and both negotiated and auctioned sales.

Individual tasks related to the duty:

- Respond to public requests for relinquishments of easement, application for leases or rentals or any other private use of department owned real estate.
- Prepare, serve, and process Notice to Quits.
- Monitor the closing and vacating of real properties and the clearing of personal property prior to and after ROW certification.
- Coordinate clearance and possession with the Bureau of Development's Condemnation Unit and Attorney General's Office.
- Prepare and maintain LAMDA system records and reports.
- Act as an expert witness on behalf of MDOT when necessary.

Duty 5

General Summary:

Percentage: 5

Act as a contract/project manager for consultant services for any function performed by the region. Responsible for monitoring and critiquing those activities and products submitted by consultants. Responsible for overseeing all aspects of right-of-way involvement on project assigned to them. Perform other duties as assigned.

Individual tasks related to the duty:

- Serve as project manager and liaison for all tasks and communications for road and bridge projects.
- Attend all early scoping meetings to assess ROW issues in terms of potential costs, schedules, environmental concerns, relocations, access issues or any other real estate related issues.
- Facilitate property access for early on-site environmental analysis.
- Determine the required staff resources to execute the project tasks and evaluate availability of MDOT staff and qualified consultants.
- Assign tasks to staff and monitor progress in relation to letting schedules for the project.
- Review completed work done by others on the project, complete and sign quality control documents.
- Analyze and recommend administrative settlement on parcels for action by the Region Real Estate Agent.
- Attend all public meetings, answers questions and/or prepare and give presentations concerning the right-of-way issues for the assigned project. These can include standard pre-letting meetings and special zoning hearings.
- Manage all aspects of ROW projects.
- 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 negotiate a parcel, how to review an appraisal or market study, how to assist with relocation planning, how to determine replacement housing and/or moving payment, and how to prepare a relocation claim. Whenever possible, identifies, recommends, and implements improvements in work methods and materials utilized in the position.

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

When policy guidelines or procedures are not available, and when the supervisor's judgment is required for technical assistance or department approval.

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 right of way plans. Ability to traverse various terrains and inspect different kinds of property including different kinds of structures and buildings on property which may not be Americans with Disabilities Act (ADA) compliant. Occasional overnight travel and travel in high traffic areas where future improvements are planned. 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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | 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 senior level property analyst performing the most complex acquisition, appraisal, relocation, and property management activities in accordance with state and federal regulations on a region-wide basis. This position inputs and retrieves data from the department's LAMDA and ProjectWise for each property function completed; participates in public meetings and testifies at court proceedings.

This position requires possession of a valid driver's license to meet with property owners and 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?

Region Real Estate Unit is responsible for acquiring and certifying that all real property interests/rights necessary for delivering highway projects were secured to construct, operate, and maintain the transportation system. Functions include attending public meetings, 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:

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:

Knowledge of:

- Real estate terminology, negotiations and appraisal.
- MDOT procedures, property valuation, and landowner rights.

Skills:

- Communication.
- Mathematics.

Ability to:

- Travel region wide.
- Learn and attend training to perform duties as described in position.
- Communicate effectively.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is required and must maintain throughout employment in the position.
Subclass Code: BRKR - Possession of a Michigan Real Estate Broker Individual 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

2/24/2026

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