

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

Position Code

1. PROPALTAC13N

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) Property Analyst	11. Section Real Estate Services Section
6. Name and Position Code Description of Direct Supervisor HUHN, JENNIFER A; PROPERTY MANAGER-3	12. Unit Project Support 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 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 7:30 a.m.– 4:30 p.m. (or as approved)

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource for the coordination of Right-of-Way (ROW) certifications, early and advance acquisitions, federal aid reimbursement, federal land acquisitions, and other project funding for the Real Estate Services Section. This position is responsible for confirming the number of parcels and property rights being acquired with Region offices when the ROW certification request memo is submitted and verifies if additional information, including a Public Interest Finding Statement, is necessary for completion/approval of the ROW certification. This position reviews ROW certification requests, determines the necessary ROW certification approvals (Real Estate Services Section Manager, Development Services Division Administrator, Bureau of Development Director or Federal Highway Administration (FHWA)), and prepares the ROW certification memo in accordance with Michigan Department of Transportation's (MDOT's) Real Estate Procedure Manual and FHWA regulations. This position is also part of a resource pool established to perform a variety of tasks for the Real Estate Services Section and MDOT Region offices. As a member of the resource pool, this position provides statewide acquisition and relocation assistance to MDOT Region offices based on statewide project needs that may require statewide travel. This position also assists the Property Specialist with condemnation and demolition activities and completes tasks related to property tax and land title services for properties owned or acquired by MDOT and provides real estate support services to the Environmental Services Section for wetland mitigation projects.

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: 50

Function as the statewide recognized resource for the coordination of ROW certifications, early and advanced acquisitions, federal aid reimbursement, federal land acquisitions, and other project funding for the Real Estate Services Section.

Individual tasks related to the duty:

- Review the ROW certification request memo to determine if the information is accurate, confirm the number of parcels being acquired, and verify the property rights being acquired with the Region. Verify if additional information, including a Public Interest Finding Statement, is necessary for completion/approval of the ROW certification.
- Prepare the appropriate ROW certification and determine the necessary approvals (Real Estate Services Section Manager, Development Services Division Administrator, Bureau of Development Director or FHWA) in accordance with MDOT's Real Estate Procedure Manual and FHWA regulations.
- Verify information in the ROW certification request memo corresponds to the job and parcel information in Real Estate's Land Asset Management Data Application (LAMDA) database.
- Monitor, track, and update ROW certifications and subsequent revisions, ensuring all ROW certifications issued under a Right of Entry (ROW Certification 2) or Public Interest Finding Statement (ROW Certification 3) are updated to a ROW certification 1 based on the required timelines.
- Update the LAMDA database with approved ROW certifications and Public Interest Finding Statements. Verify that Regions close out projects in LAMDA when all ROW activities are complete.
- Maintain regular communication with Region offices to ensure ROW certifications are completed timely to meet project schedules.
- Provide training to statewide real estate staff for the coordination of ROW certifications and early/advanced acquisition.
- Maintain a ROW certification report in LAMDA for all statewide ROW certifications.
- Coordinate with Region offices, Project Support Unit Supervisor, and Real Estate Services Section Manager to determine if early or advanced acquisition may be used for a project. When early or advanced acquisition is used, prepare the necessary documentation for approval by the Real Estate Services Section Manager, Development Services Division Administrator, and FHWA.
- Maintain an early and advanced acquisition projects spreadsheet to track the status of early and advanced acquisitions to ensure timeframes are met for reimbursement or credit.
- Coordinate with Region offices to prepare and review actual real estate costs submitted to FHWA for reimbursement or credit for parcels approved for early or advanced acquisition.
- Establish, oversee and monitor fiscal year budgets for the Quality Assurance and Disposal of Real Property Interests job numbers in the Real Estate Services Section. This includes working with the Property Management Unit and Program Services Unit to ensure adequate funding for each job number and answering questions regarding the status of funding with respect to these job numbers.
- Monitor revisions in Quality Assurance and Disposal of Real Property Interest job number budgets. Update budget data recorded in LAMDA accordingly to keep Real Estate staff informed of such revisions.
- Contact the Finance Division when it becomes necessary to open or re-open a job number in order to allow real estate costs to be charged to it.
- Coordinate with Region offices when a project requires federal land acquisitions. This includes coordinating the review and approval by the Real Estate Services Section Manager, Development Services Division Administrator, and FHWA.

Duty 2

General Summary:

Percentage: 25

Assist MDOT Region offices to perform acquisition and relocation activities through negotiations with property owners.

Individual tasks related to the duty:

- Participate in negotiations with property owners for the acquisition of real property interests.
- Resolve problems with parties of interest, tax liens, chain of title, etc. by working with individual parties, title companies, or attorneys to execute the necessary documents.
- Make offers to parties of interest for land, improvements, damages, cost to cure, and fixtures.
- Prepare acquisition related documents, including instruments of conveyance, memoranda of negotiations, and correspondence.
- Determine replacement housing payments, rental assistance payments, and purchase down payments by repairing replacement housing determination forms for management approval. Present determinations to displacees to assist with relocation.
- Prepare moving estimates or obtain professional moving estimates for personal property moves. Present this information to displacees to assist with relocation.
- Assist displacees in preparing relocation claims.
- Ensure that relocation claims are processed in a timely manner by submitting the payment request when it's approved and following up to make sure payment has been sent.
- Prepare memoranda of negotiations and correspondence for acquisition parcel files in accordance with FHWA requirements.
- Assist in preparing for relocation appeals by answering any questions related to the relocation process that was followed.

Duty 3

General Summary: Percentage: 10 Assist Property Specialist with condemnation and demolition activities. Individual tasks related to the duty: • Assist with review of unsecured parcel packets, ensuring all needed documentation is included to proceed with condemnation activities. • Prepare draft Declaration of Taking and State of Necessity documents for Property Specialist's review. • Assist Property Specialist when working with the Attorney General's Office for condemnation activities. • Attend condemnation case related functions, such as depositions, hearings and trials as needed. • Draft project log documents for demolition activities. • Assemble demolition contract bid packets for Property Specialist review.
Duty 4 General Summary: Percentage: 5 Perform property tax and land title services for properties owned or acquired by the Department. Solve property tax and title problems in support of the Real Estate Services Section, Regions, Project Teams and the Attorney General's Office. Individual tasks related to the duty: • Serve as the point of contact for Region and central office real estate staff for MDOT property tax obligations. • Track tax bills received, paid, and anticipated tax bills to be received based on parcel closing date. • Provide tax clearance assistance by reviewing tax bills for condemnation related activities. • Review and analyze property tax bills received to identify location, region, parcel number, and project. Determine MDOT ownership interest and validity of tax bill. • Research property assessment information and communicate with local and county assessors to ensure MDOT properties are removed from tax rolls or invalid assessments are corrected. • Coordinate payment of legitimate water runoff and drainage taxes with the Environmental Services Section. • Coordinate payment of legitimate property taxes with appropriate Region. • Examine land title documents to determine parties of interest, type of interest, encumbrances, and determine if title is marketable. • Review title insurance commitments for encumbrances, liens, appropriate parties of interest and prepare proper conveyance documents such as options, easements, release of damages, affidavits, deeds or permits. • Review title for parties of interest prior to a condemnation action.
Duty 5 General Summary: Percentage: 5 Provide real estate support services to the Environmental Services Section for wetland mitigation projects. Individual tasks related to the duty: • Provide real estate assistance and guidance to the Environmental Services Section for wetland mitigation projects requiring property acquisition. • Order title commitments and research available information from register of deeds offices to determine ownership interest. • Order waiver valuation or appraisal/appraisal review based on project requirements provided by the Environmental Services Section. • Prepare purchase agreements, options, other instruments of conveyance, memorandums of negotiations and correspondence. • Make offers for land, improvements, damages, and fixtures. Negotiate with property owners for the acquisition of fee title or conservation easement rights. • Coordinate with title companies for payment and successful closing to secure the required property interests. • Prepare scope of services, estimates and contract documents for acquisition consultants if wetland mitigation acquisition activities are consulted out (as needed based on staff availability).
Duty 6 General Summary: Percentage: 5 Other duties as assigned. Individual tasks related to the duty: • 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 the type and approvals necessary for ROW certifications. Decisions on how to examine title issues, tax issues, encumbrances, parties of interest, liens and other legal instruments; how to determine a replacement housing and/or moving payment; how to prepare a relocation claim. These decisions affect other central office and region staff and management.

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 in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This position requires the ability to negotiate difficult terrain, assessment and observation skills to locate possible safety hazards, and the tact to effectively deal with hostile property owners. May be required to transport heavy files and ROW plans, including multi-leveled and non-handicap accessible property. May include occasional extensive and overnight travel, and travel in high traffic areas where future improvements are planned. This job may require remaining in a stationary position for long periods of time and evening or weekend appointments. 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):

- | | |
|---|--|
| ☐ 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?

This position serves as the recognized resource for the coordination of ROW certifications, early and advance acquisitions, federal aid reimbursement, federal land acquisitions, and other project funding for the Real Estate Services Section. This position is responsible for confirming the number of parcels and property rights being acquired with Region offices when the ROW certification request memo is submitted and verifies if additional information, including a Public Interest Finding Statement, is necessary for completion/approval of the ROW certification. This position reviews ROW certification requests, determines the necessary ROW certification approvals (Real Estate Services Section Manager, Development Services Division Administrator, Bureau of Development Director or FHWA), and prepares the ROW certification memo in accordance with MDOT's Real Estate Procedure Manual and FHWA regulations. This position is also part of a resource pool established to perform a variety of tasks for the Real Estate Services Section and MDOT Region offices. As a member of the resource pool, this position provides statewide acquisition and relocation assistance to MDOT Region offices based on statewide project needs that may require statewide travel. This position also assists the Property Specialist with condemnation and demolition activities and completes tasks related to property tax and land title services for properties owned or acquired by MDOT and provides real estate support services to the Environmental Services Section for wetland mitigation projects.

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 policies, procedures, guidelines, technical expertise, problem solving, training, consultant lists, condemnation coordination and forms in support of the Regions, Development Services Division, and the Attorney General's Office by providing appraisal, acquisition, relocation, title abstracting, tax payment services, consultant contracting, Local Public Agency compliance and right-of-way clearance. This position is responsible for

assisting with acquisition and relocation tasks in order to meet the demands of the Development Services Division and 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:

Knowledge of:

- Federal, state, and departmental laws, rules, practices, methods, and procedures related to the work. Landowner rights.

Ability to:

- Maintain records and prepare reports and correspondence related to the work.
- Travel statewide.
- Learn from and attend training programs.
- Perform duties as described.
- Communicate effectively.
- Maintain favorable public relations.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None

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

11/19/2025

_____	_____
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