

## 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> Bureau of Development
<b>4. Civil Service Position Code Description</b> Property Analyst-E	<b>10. Division</b> Development Services Division
<b>5. Working Title (What the agency calls the position)</b> Property Analyst	<b>11. Section</b> Real Estate Services Section
<b>6. Name and Position Code Description of Direct Supervisor</b> HUHN, JENNIFER A; PROPERTY MANAGER-3	<b>12. Unit</b> Project Support Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> VANIS, TERESA R; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 425 W. Ottawa Street, Lansing, MI 48933 / 7:30 a.m. - 4:30 p.m.

**14. General Summary of Function/Purpose of Position**

This Property Analyst position in the Project Support Unit of the Real Estate Services Section is 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 will provide statewide acquisition and relocation assistance to MDOT Region Offices based on statewide project needs that may require statewide travel. This position will also assist senior Property Analysts with preparation and review of appraisals. Additionally, this position will also serve as the back up to all tasks related to property tax and land title services for properties owned or acquired by MDOT and provide backup 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**

Assist MDOT Region Offices to perform acquisitions and relocations through negotiations with property owners.

**Individual tasks related to the duty:**

- Participates in negotiations with property owners for the acquisition of real property interests.
- Resolves minimal problems with parties of interest, tax liens, chain of title, etc.
- Makes offers for land, improvements, damages, cost to cure, and fixtures.
- Prepares acquisition related documents, including, instruments of conveyance, memoranda of negotiations, and correspondence.
- Determines replacement housing payments, rental assistance payments, and purchase down payments by preparing replacement housing determinations for management approval.
- Prepares moving estimates or obtains professional moving estimates for personal property moves.
- Assists displacees in preparing the relocation claims.
- Ensures that relocation claims are processed in a timely manner.
- Prepares memoranda of negotiations and correspondence.
- Assists in preparing for relocation appeals.

**Duty 2**

**General Summary:**

**Percentage: 30**

Assist senior level property analysts in completing appraisal and appraisal review assignments and prepares market studies/waiver valuations.

**Individual tasks related to the duty:**

Assists senior level property analysts, specialists, and management with the following:

- Preparing appraisals and appraisal reviews on all types of properties. This task includes taking pictures, entering data, inspecting the subject property, researching zoning, and collecting and reviewing comparable sales information.
- Working closely with municipalities, real estate agencies, and other appraisers to acquire information regarding the market value of property.
- Performing field inspections of properties acquired and of comparable market transactions.
- Monitoring the work of contractors.
- Reviewing documents that address going concern, business relocation, cost-to-cure, fixtures, development rights, damages, and benefits.
- Preparing of market studies/waiver valuations.
- Completing project right of way cost estimates.
- Senior level analysts involved in condemnation activities.

**Duty 3**

**General Summary:**

**Percentage: 10**

Serve as back up support to Property Analyst performing property tax services and land title services for properties owned or to be acquired by the Department, as well as performing real estate support services to the Environmental Services Section for wetland mitigation projects.

**Individual tasks related to the duty:**

- Provides back-up on property tax services, as needed.
- Provides back-up on land title services for properties owned or to be acquired by the Department, as needed.
- Provides back-up support to the Environmental Services Section for wetland mitigation projects, as needed.

**Duty 4**

**General Summary:**

**Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

**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 examine title issues, tax issues, encumbrances, parties of interest, liens and other legal instruments. These decisions affect other central office and region staff and management.

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

When policy guidelines or procedures are not available, and when senior level property analysts and specialists expertise is required or when the supervisor's judgement 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.**

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 right-of-way 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 sitting for long periods of time and evening or weekend appointments.

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

All duties are essential.

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

New position.

**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, litigation coordination and forms in support of the Regions, Development Services, 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, risk management, and special projects. This position will assist region offices with acquisition and will also assist the appraisers from central office as needed.

**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:**

Ability to travel statewide. Ability to learn from and attend training programs. Ability to perform duties as described. Ability to maintain records and prepare correspondence related to the work. Ability to communicate effectively with others, both verbally and in writing. Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid driver's license.

*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 - Per discussions with Donna Horn and clarification from Jennifer Huhn, position does not perform duties that warrant an appraisal license.

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

KELLEY SCHMITT

4/12/2022

\_\_\_\_\_  
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