

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

Position Code 1. PROPALTEB43N

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-E	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 / 7:30 a.m. - 4:30 p.m. (hours may vary)
14. General Summary of Function/Purpose of Position The Property Analyst position in the Real Estate Services Section is included in a resource pool established to perform a variety of tasks throughout the Real Estate Section and Michigan Department of Transportation (MDOT) Region offices. As a member of the resource pool, this position is included in a rotational training program for acquisition, relocation, appraisal, condemnation, excess property and property management functions in all units of the Real Estate Services Section and MDOT Region offices. Rotations may also include other areas throughout MDOT that affect Real Estate activities such as survey, environmental, and design. Rotational training activities may require statewide travel to gain the necessary experience. Upon completion of rotational training, this position is expected to be proficient with and assist senior level property analysts, specialists, and management with real estate activities. Resource pool staff may be placed at any statewide project location requiring real estate assistance.	

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: 20

Assist senior level property analysts, property specialists and management on rotations as assigned including, but not limited to, Real Estate Contracting, Railroads, Licenses/Leases, Quality Assurance, Design, Surveys and Environmental.

Individual tasks related to the duty:

- Support the preparation of contracts and assist with facilitating the contract approval process.
- Contribute to the review, oversight, monitoring, and tracking of Local Agency projects.
- Participate in meetings and training sessions with Local Agencies and consultants.
- Assist in coordinating with the Office of Rail on matters related to ownership research and encroachments within railroad right-of-way.
- Help manage and respond to public requests to access or utilize railroad right-of-way.
- Read and interpret design plans, including right-of-way plans.
- Assist in performing field surveys.
- Support the review, tracking, and preparation of right-of-way certification requests.
- Assist with project financial closeout activities, gain familiarity with annual budget procedures, and attend Financial Planning meetings to understand Real Estate financial roles and responsibilities.
- Collaborate with the Environmental Services Section on the Wetland Mitigation Banking Program.

Duty 2

General Summary:

Percentage: 20

Assist with the acquisition of parcels of property which may include vacant land, single and multi-family residential, apartment complexes, businesses, farm operations, and contaminated properties.

Individual tasks related to the duty:

- Research and resolve titles involving multiple problems with parties of interest, tax liens, chain of title, etc.
- Make offers for land, improvements, damages, cost to cure and fixtures for parcels.
- Prepare letters, memos, purchase agreements, 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.
- Complete tax clearance for acquired parcels including receiving and processing current and delinquent tax bills.
- Assist senior level analysts, specialists, and supervisor with monitoring the work of contractor consultants.
- Monitor and audit local public agencies for compliance with state federal laws governing the appraisal, acquisition and relocation review process.
- Gather and provide information to senior level analysts and supervisor for court proceedings, when necessary.
- Propose and negotiate exchanges of excess property and rights of first refusal.
- Participate in public meetings.

Duty 3

General Summary:

Percentage: 20

Assist senior level property analysts in the preparation, maintenance, and disposal of inventory of all department-owned real estate located inside or outside of the designated right of way limits.

Individual tasks related to the duty:

- Review acquisition files from current and old projects to determine the status of department-owned land.
- Research and obtain copies of original real estate documents and/or legal instruments including property deeds and easements for department-owned land.
- Research and respond to inquiries from MDOT, federal, state or local public agencies, and the general public regarding status of department-owned land.
- Coordinate with the various divisions, regions and Transportation Service Centers (TSCs) to ascertain the retention or disposal of department-owned excess property.
- Prepare, initiate, process and monitor requests to release department-owned lands for sale, rental, or lease utilizing the Engineering Review process in ProjectWise.
- Coordinate surveys or legal description and sketch preparation used in the Engineering Review process.
- Coordinate market study or appraisal and appraisal review preparation used in the Engineering Review process.
- Prepare public auctions of excess property.
- Log correspondence with legislators, Federal, State, and local public agencies to effectively resolve problems and issues regarding land transactions.
- Advise statewide region and/or TSC staff, property representatives, and region real estate staff relative to MDOT ownership, and provide assistance on procedures, appraisal information, and other property management functions.

- Draft instruments of conveyance (quitclaim deeds, relinquishments of easements, etc.) for MDOT's excess property transactions. Coordinate with the Attorney General's office and the Director of the Bureau of Development in the execution of instruments.
- Update the Land Asset Management Data Application (LAMDA) throughout the excess property process, including initiation of the Engineering Review, completion of the legal description and sketch, completion of the market study or appraisal and appraisal review, preparation of the resolution, instrument of conveyance and closing on excess property sales.

Duty 4

General Summary:

Percentage: 20

Assist and support the property specialist and management with condemnation, relocation, and demolition activities.

Individual tasks related to the duty:

- Work with Condemnation Specialist and Attorney General's office for condemnation parcels.
- Draft Declaration of Taking and State of Necessity documents for approval and court filing.
- Provide draft case strategies for supervisor's approval, aimed at reducing overall monetary exposure to MDOT.
- Review appraisal reports in condemnation cases for the Assistant Attorney General assigned to the case. Writes draft responses for supervisor's approval.
- Attend case-related functions, such as depositions, hearings, trials, and monitor all legal proceedings.
- Analyze claims for attorney fees, costs, and interest and make recommendations to management.
- Complete tax clearance for condemned parcels including receiving and processing current and delinquent tax bills.
- Provide relocation eligibility information to property owners.
- Prepare Replacement Housing Determinations.
- Assist with determination of moving payments for residential and non-residential relocation.
- Review relocation claim forms, recommend approval or denial of payment.
- Attend site visits for demolition.
- Draft demolition bid packets, including project logs.
- Monitor demolition contracts and completion of work.

Duty 5

General Summary:

Percentage: 20

Assist senior level property analysts in completing appraisal and appraisal review assignments. Perform other duties as assigned.

Individual tasks related to the duty:

- Assist in the preparation of appraisals and appraisal reviews on all types of properties. This includes taking pictures, entering data, inspecting the subject property, researching zoning, and collecting and reviewing comparable sales information.
- Work closely with municipalities, real estate agencies, and other appraisers to acquire information regarding the market value of property.
- Conduct field inspections of properties acquired and of comparable market transactions.
- Monitor the work of contractors.
- Assist in reviewing documents that address on-going concerns, business relocation, cost-to-cure, fixtures, development rights, damages and benefits.
- Prepare market studies.
- Assist in completing project right of way cost estimates.
- Assist senior level analysts involved in condemnation activities.
- 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.

Recommend and provide input for decisions on how to appraise and negotiate a parcel; how to do an appraisal review; how to determine a replacement housing and/or moving payment; how to prepare a relocation claim; how to solve site clearance and salvage appraisal problems; and how to determine the maximum use of department property. These decisions may affect other sections, agencies, property owners, and department 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 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. May include occasional extensive and overnight travel, and travel in high traffic areas where future improvements are planned. This job may require remaining stationary 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):

<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?

The Property Analyst position in the Real Estate Services Section is included in a resource pool established to perform a variety of tasks throughout the Real Estate Section and MDOT Region offices. As a member of the resource pool, this position is included in a rotational training program for acquisition, relocation, appraisal, condemnation, excess property and property management functions in all units of the Real Estate Services Section and MDOT Region offices. Rotations may also include other areas throughout MDOT that affect Real Estate activities such as survey, environmental, and design. Rotational training activities may require statewide travel to gain the necessary experience. Upon completion of rotational training, this position will be expected to be proficient with and assist senior level property analysts, specialists, and management with real estate activities. Resource pool staff may be placed at any statewide project location requiring real estate assistance.

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 the completion of appraisals, appraisal reviews, litigation, acquisition, relocation and property management 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 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.

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.
- learn from and attend training programs.
- perform duties as described.
- maintain records and prepare reports and correspondence related to the work.
- communicate effectively.
- maintain favorable public relations.

Knowledge of

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

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.

Yes

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

ASHLEY PARSONS

6/2/2026

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