

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

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 DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Property Analyst-E	10. Division Finance and Operations
5. Working Title (What the agency calls the position) Fiber Optic Easement Analyst	11. Section Real Estate Services
6. Name and Position Code Description of Direct Supervisor JOHNSON, PAUL R; STATE ADMINISTRATIVE MANAGER-1	12. Unit Acquisitions and Exchanges
7. Name and Position Code Description of Second Level Supervisor LORD, DANIEL; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 525 W. Allegan Street, Lansing MI / Mon-Fri; 8-5

14. General Summary of Function/Purpose of Position

In support of Executive Directives 2021-2 and 2021-12 to mobilize federal dollars to connect Michigan with reliable high-speed internet, this position will assist in the coordination of fiber optic easement requests across the 4.6 million acres of land and the Great Lakes bottomlands held in the public trust and administered by the DNR. This position will work with the Local Public Agency and Land Use Specialist to review and forward complete and accurate applications for field review by the DNR's Land Administering Divisions (LAD's). Applications that are approved and denied by the LADs are forwarded to this position so that the easements may be drafted, compensation secured and granted or cancelled. The individual may serve on special workgroups or committees and conducts other assignments as requested.

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

Assist the Local Public Agency and Land Use Specialist by receiving and preparing fiber optic utility easement applications for Land Administering Division (LAD) review.

Individual tasks related to the duty:

- Review of easement applications for completeness, accuracy ensuring compliance with requirements. Review issues that arise from inadequate applications and controversial requests.
- Reviewing and evaluation of legal descriptions.
- Work with easement applicants and other partners to remedy inadequate applications.
- Enter application information into the Land Ownership Tracking System (LOTS).
- Distribution of complete and accurate applications to the LAD's for review.
- Coordinate efforts with the Department of Energy, Great Lakes and the Environment (EGLE) involving easements on Great Lakes Bottomlands.
- Maintains records, and prepares reports and correspondence related to the work.

Duty 2

General Summary:

Percentage: 10

Assist the Local Public Agency and Land Use Specialist by addressing questions and concerns from fiber optic easement applicants, LAD staff, and others.

Individual tasks related to the duty:

- Communicate with LADs regarding easement requests.
- Counsel and assist attorneys, utility companies, county road commissions, oil and gas corporations, surveyors, engineers and municipalities in formulating requests to acquire easement rights.
- Provide guidance on policies/procedures related to the disposition of rights in state land for public purposes.
- Develop professional relationships with other public and private utilities real estate staff.
- Work with the Local Public Agency and Land Use Specialist to update real estate forms as necessary.

Duty 3

General Summary:

Percentage: 20

Process approved and denied fiber optic easement requests.

Individual tasks related to the duty:

- Ensure that all necessary EGLE permits are secured and documented in LOTS.
- Monitor easement reviews to ensure that they are completed in a timely manner.
- Review of approvals to integrate requirements into granted easement documents.
- Determination of utility easement fees to be charged.
- Prepare and deliver invoices to applicants.
- Confirm receipt of payment for easement rights.
- Drafting of easement documents.
- Secure Section Manager's signature on easement document and deliver granted easement to applicants.
- Document granted easements in LOTS.
- When an easement request is denied, inform the applicant of the reasons for the LAD's denial.
- Maintains records, and prepares reports and correspondence related to the work.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Conducts special projects and prepares special studies and reports.
- 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 based on policy and procedure; independence will increase with experience. The decisions may impact different divisions, other state departments, local public agencies, and property owners.

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

The entry level candidate will not make decisions without supervising staff review and approval. As the candidate progresses, the types of decisions that can be made without supervisory review will increase.

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 occasional overnight travel and field work. Field work can include inclement weather, walking, hiking. General office condition of sitting, standing, use of a computer for extended periods of time.

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?

- Negotiation of fiber optic easement applications.
- Processing fiber optic easement applications for review by LADs.
- Reviewing of applications for completeness and accuracy.
- Researching of land records.
- Maintain case files, primarily in the LOTS database.
- Maintain case files in the LOTS database.

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 Section is responsible for the sale, purchase, and exchange of lands and rights in lands managed by the DNR including the multiple functions to complete those transactions. This position focuses on the granting of fiber optic easement rights.

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 organize, evaluate, and present information effectively and learn real estate activities and processes. The ability to coordinate and communicate on multiple complex projects simultaneously.
- Understanding of legal descriptions and the Public Land Survey System.

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.

N/A

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

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