

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

Position Code 1. PROPSPL2A39N

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 TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Local Government and School Services
4. Civil Service Position Code Description PROPERTY SPECIALIST-2	10. Division Property Services
5. Working Title (What the agency calls the position) Property Specialist	11. Section Central Office Operations
6. Name and Position Code Description of Direct Supervisor DOUGHERTY, KARA; PROPERTY MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor BOUCK, HEATHER L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 430 West Allegan St. Lansing, MI 48933 / Monday - Friday 8:00 a.m. – 5:00 p.m.

14. General Summary of Function/Purpose of Position

The position will serve as a Property Specialist in the area of incorrect and omitted property under Michigan Compiled Laws (MCL) 211.154 advising on complex and critical assessment administration matters statewide on behalf of the Department of Treasury to local unit officials and taxpayers. This position performs highly complex reviews and analyses of Michigan Compiled Laws (MCL) 211.154 petitions, amended requests, record cards, personal property statements, audit papers and any other supporting documentation to determine whether legal requirements are met. This position reviews and evaluates taxpayer reports and supporting documentation to ensure compliance with Public Act 410 of 2012. Serves as technical advisor to taxpayers, agents, and local officials and develops and monitors procedures, State Tax Commission orders guidelines and policies that are the foundation of the Michigan Compiled Laws (MCL) 211.154 program. Assists in providing assessment administration support for the Property Services Division.

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: 65

This position will serve as a Property Specialist in the area of Michigan Compiled Laws (MCL) 211.154 for local government officials and taxpayers. Review Michigan Compiled Laws (MCL) 211.154 correction process to evaluate whether they meet the legal criteria to be omitted or are incorrectly reported as required by the law, court cases, and State Tax Commission policy. This includes review of 154 correction process forms, record cards, personal property statements, audit papers, and amended requests. Serves as technical advisor to taxpayers, agents, and local officials.

Individual tasks related to the duty:

- Analyze forms and supporting documentation in the MCL 211.154 correction process to determine compliance with statutory requirements.
- Serve as the primary contact for all general and case-specific inquiries from taxpayers, agents, and local officials to ensure timely and efficient petition processing.
- Research statutes relevant to questions received and issues identified through the correction process and make necessary recommendations to the Manager.
- Maintain records, and preparing reports and correspondence related to the MCL 211.154 correction process.
- Attend State Tax Commission meetings to provide input to the Commission regarding individual correction files.
- Summarize activities related to Section 154 correction process and prepare recommendations for changes for program changes for inclusion in the State Tax Commission's annual report to the Governor.

Duty 2

General Summary:

Percentage: 25

Coordinate and direct electronic initiatives to maximize the efficiency of the 154-correction process. Serve as technical advisor to petitioner.

Individual tasks related to the duty:

- Coordinates the implementation and continual process improvements of electronic filing and posting of State Tax Commission determinations.
- Develop enhancements to procedures, policies, and guidelines for electronic submission.
- Identify potential complications and develop instructions to avoid complications.
- Respond to inquiries and serves as technical advisor to taxpayers, agents, and local officials regarding the electronic submission of 211.154 petitions.

Duty 3

General Summary:

Percentage: 10

Other projects or tasks as assigned by Section Manager.

Individual tasks related to the duty:

- Provide both oral and written responses to complex assessment administration questions and the impact of 154 appeals.
- Performs special projects as assigned by the State Administrative Manager.
- Cross-train staff on all aspects of the 154 appeal process.
- Maintain training files.
- Attend training sessions on other Central Office Operations processes.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- This position involves making legal recommendations on complex property tax issues to the State Tax Commission, the Bureau of Local Government and others within Treasury.
- Decisions made are based on knowledge of the property tax law, rules and regulations. Independent decisions must be made to accept what is reported or to request additional information.
- Decisions for the development of forms and instructions are made independently when there is a change in tax law.
- Decisions for the development of forms and/or reports based on the needs of the 154 appeals process are also made independently

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

Decisions that involve new or amended statutes and major policy procedure changes. Any type of contact with legislators and the media will require supervisor review.

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 mainly involves sitting at a workstation and working on a computer. It also involves some filing which can involve bending and moving of boxes.

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):

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|---|--|
| ☐ 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?

The essential duties of this position includes complex analysis of Section 154 petitions to ascertain whether they meet the statutory and rule requirements of MCL 211.154. This position performs duties of unusual significance and importance to the Department of Treasury in support of the State Tax Commission. This position serves as technical advisor to taxpayers and local officials.

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

Duties associated with the analysis performed to determine compliance of the Nonferrous Metallic Minerals Extraction Severance Tax Act (Public Act (PA) 410 of 2012) has been eliminated as this is no longer applicable. This revision adds the minimum requirement of certification as a Michigan Certified Assessing Officer (MCAO).

25. What is the function of the work area and how does this position fit into that function?

The responsibility of this position is to administer the Michigan Compiled Laws (MCL) 211.154 correction process program. Must possess knowledge of Property Tax Laws and procedures. Computer skills are also necessary to create and update programs. The Bureau of Local Government performs research in support of the State Tax Commission regarding Michigan Compiled Laws (MCL) 211.154 corrections. The work area works with the various property tax statutes in Michigan, including the General Property Tax Act, 1893 Public Act (PA) 206. This position is one of only professionals dedicated to this function.

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 Specialist 13

Four years of experience equivalent to a Property Analyst, including two years equivalent to a Property Analyst P11 or one year equivalent to a Property Analyst 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Advanced knowledge of complex assessment administration research and analysis methods related to MCL 211.154 appeals. Ability to interpret and apply laws and rules to work. Ability to present ideas clearly. Ability to prepare and draft logical and concise positions. Ability to communicate effectively (both verbal and written), has working knowledge of how to use Microsoft Excel, Microsoft Word. Must be able apply assessor math to assessed and taxable values, including applying New, Additions, Loss, and Losses and can follow oral and written instructions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Minimum requirement of certification as a Michigan Certified Assessing Officer (MCAO).

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.

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