

<b>Position Code</b>
1. PROPALTE

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

This position description serves as the official classification document of record for this position. Please complete this form 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>
	DNR – NATURAL RESOURCES
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Property Analyst (Trainee) 9-P11	FINANCE AND OPERATIONS
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
PROPERTY ANALYST	MINERALS MANAGEMENT
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
KARI ROZMAREK; PROPERTY MANAGER-3	LEASE MANAGEMENT
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
MATT FRY, STATE ADMINISTRATIVE MANAGEER-1	CONSTITUTION HALL, 525 W. ALLEGAN STREET, LANSING, MI 48933/M-F; 8-5

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

This entry-level position is in the Finance and Operations Division, Minerals Management Section (MMS) within the Lease Management Unit (LMU). This position is responsible for interpretation of statutes, rules, policies, and procedures pertaining to leasing of State-owned oil and gas, nonmetallic, metallic, and underground gas storage rights. This position is also responsible for the review and analysis of various real estate transactions as they relate to mineral interests and for coordinating, reviewing, analyzing, performing research, and processing releases for State of Michigan oil and gas, nonmetallic, metallic, and underground gas storage leases. This position will also work with MMS Compliance staff, the LMU Manager, and other Department staff, as directed by supervisor, to resolve site issues or other issues preventing release of leases.

Additionally, position will research, analyze, and interpret various title and real estate information and documents as they relate to mineral leasing and will review mineral royalty data entries in the Land Ownership Tracking System database (LOTS) for accuracy, flagging any entries with errors and act as back-up for entering applicable mineral royalty deed information into the LOTS database. This position also acts as the back-up for processing requests and inquiries regarding the sale of State-owned mineral and allied rights pursuant to the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

**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 of Duty 1**                      **% of Time 35**

This position is responsible for coordinating, reviewing, analyzing, performing research, and processing releases for State of Michigan oil and gas, nonmetallic, metallic, and underground gas storage leases.

**Individual tasks related to the duty.**

- Tracks status of leases for primary term expiration dates utilizing the LOTS database.
- Verifies that leases are not Held by Production.
- Researches the plugging and abandonment status of any wells drilled on leased rights using EGLE records and consults with DNR land managing division, where applicable.
- Contacts the lessee, EGLE, or other parties to verify information, as necessary.
- Notifies lessee of lease requirements to file Release form and provides form, as necessary.
- Administratively releases lease(s) after 30-days if release form is not executed and returned by Lessee and/or meets all administrative release requirements.
- Maintains any associated lease release program logs and ensure records are maintained according to applicable records retention schedules

Duty 2

**General Summary of Duty 2**                      **% of Time 35**

Work with MMS Compliance staff, the LMU Manager, and other Department staff, as directed by supervisor, to resolve site issues or other issues preventing release of leases.

**Individual tasks related to the duty.**

- Perform in-depth research using various databases to determine site status, related issues, and responsible party.
- Work with MMS Compliance staff and LMU Manager to determine best course of action to resolve issues preventing release of leases.
- Assist Compliance Analyst, Unit Manager, other Department staff, or other agency staff, to resolve issues preventing release of leases, as directed by Unit Manager.
- Communicate with Lessee's and/or responsible party, as applicable, to facilitate resolution of site or lease issues preventing release of lease(s).

Duty 3

**General Summary of Duty 3**                      **% of Time 15**

Review mineral royalty data entries in LOTS for accuracy, flagging any entries with errors and act as back-up for entering applicable mineral royalty deed information into LOTS.

**Individual tasks related to the duty.**

- Map acreage in ArcGIS and determine accurate acreage for each quarter-quarter the parcel lies within.
- Flag entries with errors and/or enter information from each royalty deed into the LOTS database, depending on circumstances.
- Maintain any associated mineral royalty deed program logs and ensure records are maintained according to applicable records retention schedules.

Duty 4

**General Summary of Duty 4**                      **% of Time 10**

Act as back-up for processing requests and inquiries regarding the sale of State-owned mineral and allied rights pursuant to the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

**Individual tasks related to the duty.**

- Acts as point of contact for all requests and inquiries related to the mineral purchase program.
- Responsible for evaluating mineral purchase applications to determine if the application meets policy and legal criteria. Determines whether the application should be denied, returned for additional information, or forwarded for further review.
- Coordinates the review of known or probable value in the reserved rights with Department staff, as well as staff from other departments.
- Generates deed of conveyance using LOTS and updates the database in matters related to functions listed above.

Duty 5

**General Summary of Duty 5**

**% of Time** 5

Other duties as requested.

**Individual tasks related to the duty.**

Duties include, but are not limited to:

- Various title and real estate related research.
- Responds to inquiries related to State of Michigan mineral rights ownership.
- Prepares recommendations for rules, procedures, and lease document changes.
- Performs research and attends related trainings, as necessary and as approved or directed by Supervisor.

Duty 6

**General Summary of Duty 6**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

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

- Determine if it's appropriate to release a mineral lease
- Modifying certain information in the Land Ownership Tracking System Decisions made in accordance with policy and procedures Determining State ownership equity status

The primary impact of decisions regarding the administration of the oil and gas, nonmetallic, metallic, and underground gas storage leasing programs is to the Lessees who hold State leases. These decisions affect the amount of revenue that is deposited into the State Parks Endowment Fund and the Game and Fish Fund on a yearly basis. Decisions regarding record title issues affect the overall real estate holdings to be managed by the DNR.

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

- When there is a priority conflict with other DNR management objectives.
- When it seems advisable to deter from current procedure or policy.
- Setting priorities.
- Items of a controversial nature.
- Interpretation of laws, rules or policy when unsure.

**18. What kind of physical effort is used to perform this job? What environmental conditions is 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 is located in a six story office building with a central HVAC system. Lighting is fluorescent. This employee will engage in the following physical activities on a typical day: sitting, standing, stooping, kneeling, reaching, lifting, carrying, walking, bending. Occasional field work requires walking on uneven terrain, and employee may be exposed weather extremes, poisonous plants, and stinging insects. This position may require overnight travel on occasion.

**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. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

**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?**

To perform duties related to the processing of oil and gas, nonmetallic, metallic, and underground gas storage lease releases and will work with other staff to resolve site issues or other issues preventing release of leases. This position also acts as a back-up for processing requests and inquiries regarding mineral purchase applications and reviews mineral royalty data entries in LOTS for accuracy, flagging any entries with errors and acts as back-up for entering applicable mineral royalty deed information into LOTS.

**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 LMU is responsible for the issuance of State of Michigan oil and gas, nonmetallic, metallic, and underground gas storage leases through public auction and direct lease processes, and the management of those leases. In addition, the LMU is responsible for coordination and implementation of the Mineral Purchase Program and entering in mineral royalty deed information into LOTS.

This position is responsible for the duties related to the processing of oil and gas, nonmetallic, metallic, and underground gas storage lease releases and will work with other staff to resolve site issues or other issues preventing release of leases. This position also acts as a back-up for processing requests and inquiries regarding mineral purchase applications and reviews mineral royalty data entries in LOTS for accuracy, flagging any entries with errors and acts as back-up for entering applicable mineral royalty deed information into LOTS.

**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.

Property Analyst (Departmental Trainee) 9

Education

Educational level typically acquired through completion of high school.

Experience

Four years of experience as an advanced 9-level worker in an ECP Group One classification.

OR

Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification.

OR

Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification.

OR

Two years of experience as a first-line supervisor in an ECP Group Three classification.

OR

One year of experience as a second-line supervisor in an ECP Group Three classification.

\*Paraprofessional classifications are those requiring an associate's degree or two years of college.

Educational Substitution-

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

This position requires excellent verbal and written communication skills, excellent attention to detail, good organizational skills, knowledge of real estate laws, contracts, and property descriptions, ability to work well under pressure, ability to analyze data and interpret complex laws, rules, policies, and procedures, and basic computer skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

***NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY EMPLOYEE**

*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's Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**