

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

<b>Position Code</b> 1. PROPALTE
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## 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
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Highway Operations
<b>4. Civil Service Position Code Description</b> Property Analyst-E	<b>10. Division</b> Metro Region
<b>5. Working Title (What the agency calls the position)</b> Property Analyst 9-11	<b>11. Section</b> Development
<b>6. Name and Position Code Description of Direct Supervisor</b> Linda Travis, Property Manager 14	<b>12. Unit</b> Real Estate
<b>7. Name and Position Code Description of Second Level Supervisor</b> Thomas Jay, Property Manager 15	<b>13. Work Location (City and Address)/Hours of Work</b> 18101 W. Nine Mile Rd., Southfield, MI 48075 / 7:30 a.m.- 4:30 p.m. Monday-Friday (hours may vary)
<b>14. General Summary of Function/Purpose of Position</b>  This position performs acquisition and relocation activities in accordance with state and federal regulations on a region-wide basis. This position inputs data into the department's Land Asset Management Data Application (LAMDA) and ProjectWise for each property function completed and participates in public meetings.  This position requires possession of a valid driver's license to meet with property owners and perform field inspections.	

**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:** 70

Perform acquisitions through negotiations with property owners.

This duty requires possession of a valid driver's license to meet with property owners.

**Individual tasks related to the duty:**

- Participate in negotiations with property owners for the acquisition of real property interests.
- Resolve problems with parties of interest, tax liens, chain of title, etc.
- Make offers for land, improvements, damages, cost to cure, and fixtures.
- Draft offer letters, other instruments of conveyance, memoranda of negotiations, and correspondence.
- Explain right-of-way (ROW) plans and property changes to property owners.

**Duty 2**

**General Summary:**

**Percentage:** 10

Review real estate appraisal reports for acquisition of ROW and sale of excess land; along with appraisal problems, market studies, economic studies, and preliminary interviews.

This duty requires possession of a valid driver's license to perform field inspections.

**Individual tasks related to the duty:**

- Conduct preliminary interviews.
- Assist in the preparation of market studies, appraisals, and appraisal review reports.
- Conduct field inspection properties by traversing the terrain and observing the interior and exterior of buildings.

**Duty 3**

**General Summary:**

**Percentage:** 10

Prepare relocation determinations. Explain the Relocation Assistance Program to displacees and offer relocation assistance to tenants and property owners.

**Individual tasks related to the duty:**

- Determine replacement housing payments, rental assistance payments, and purchase down payments by preparing replacement housing determinations.
- Prepare moving estimates or obtain professional moving estimates for personal property moves.
- Assist displacees in preparing relocation claims.
- Ensure relocation claims are processed in a timely manner.
- Prepare memoranda of negotiations and correspondence.
- Provide post relocation assistance when necessary.
- Assist in preparing for relocation appeals.
- Monitor the closing and vacating of real properties, and the clearing of personal property prior to job certifications.

**Duty 4**

**General Summary:**

**Percentage:** 5

Continuing Education and Professional Training.

**Individual tasks related to the duty:**

- Attend continuing classes and professional training as needed to obtain or maintain professional license.

**Duty 5**

**General Summary:**

**Percentage: 5**

All other duties as assigned by the supervisor.

**Individual tasks related to the duty:**

- 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.**

Independent decision making is not applicable at the entry level. Whenever possible, identifies, recommends, and implements improvements in work methods and materials utilized in the position.

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

All decisions are made with the supervisor's review at the entry level.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position are physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

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. Occasional overnight travel and travel in high traffic areas where future improvements are planned. 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 employee includes the following (check as many as apply):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | 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?**

This position performs acquisition and relocation activities in accordance with state and federal regulations on a region-wide basis. This position inputs data into the department's Land Asset Management Data Application (LAMDA) and ProjectWise for each property function completed and participates in public meetings.

This position requires possession of a valid driver's license to meet with property owners and perform field inspections.

**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?**

Region Real Estate Unit is responsible for acquiring and certifying that all real property interests/rights necessary for delivering highway projects were secured to construct, operate, and maintain the transportation system. Functions include attending public meetings, real estate engineering, appraisals, negotiations, and relocation assistance.

**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:**

Knowledge of:

- Real estate terminology, negotiations and appraisal.
- MDOT procedures, property valuation, and landowner rights.

Skills:

- Mathematics.
- Communication.

Ability to:

- Travel region wide.
- Learn and attend training to perform duties as described in position.
- Communicate effectively.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Possession of a valid driver's license is required and must maintain throughout employment in the position.

Possession of a Michigan Real Estate Salesperson License is required or possession within 1 year from the date of hire into the position and must maintain throughout employment in the position.

*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