

Position Code 1.

**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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
	Technology, Management & Budget
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	State Facilities Administration
4. Civil Service Position Code Description	10. Division
Property Specialist 13	Real Estate Division
5. Working Title (What the agency calls the position)	11. Section
Property Specialist	N/A
6. Name and Position Code Description of Direct	12. Unit
Thomas J. Fehrenbach, Division Director	N/A
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Michael A. Turnquist, Senior Deputy Director	Warehouse Complex Building #100 3111 West St. Joseph Street, Lansing, MI 7:30 a.m. – 4:00 p.m. M-F (or variation)
14. General Summary of Function/Purpose of Position	
<p>This position functions as the lead resource and statewide expert in asset management and disposal of surplus properties. Additionally, this position is responsible for analysis, research and the day-to-day operation supporting the Land Section within the Real Estate Division. This position is responsible for compiling and reporting data and information for highly complex assignments that are one-of-a-kind and have considerable impact for Department initiatives and programs.</p>	

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: 55

Lead in asset management, strategic land acquisition, utilization, and disposal of surplus properties. Serve as subject matter expert for all aspects of Michigan real estate including extensive knowledge in sale and acquisition.

Individual tasks related to the duty.

- Meet with local units of government and Agency representatives on asset management, land acquisition, and surplus property issues.
- Draft property agreements and other necessary documents to convey, license, purchase, or otherwise utilize land based on Agency or unit local government need in accordance with state law and DTMB strategic direction.
- Track conveyance legislation authorizing disposal of surplus property, providing updates and information as requested.
- Maintain contacts for parties interested in purchasing and/or leasing surplus properties.
- Draft required documentation and schedules, working with AG's office to prepare necessary Request for Proposal (RFP) or Invitation to Bid (ITB) packages.
- Coordinate individual tasks required to facilitate strategic asset management, land acquisition and disposal of surplus real property.
- Act as liaison with other agencies, organizations, and employees to coordinate property programs.
- Performs duties of unusual significance or importance to the department.
- Formulates procedures, policies, and guidelines for assigned property programs and projects.
- Makes recommendations in areas of expertise.

Duty 2

General Summary of Duty 2

% of Time: 20

Lead in the development of the business case for portfolio adjustments to maximize use of state-owned space.

Individual tasks related to the duty.

- Independently research, analyze and report pertinent data and information about state property.
- Gather, analyze, compare and report cost and use data.
- Identify, secure, compile, and synthesize sources of data and information about the state property portfolio.
- Lead in development of standards and criteria for evaluation of property needs and resources.
- Develops alternative strategies for programs based on analysis and research in assigned specialty area.

Duty 3

General Summary of Duty 3

% of Time: 15

Lead in research and development of department's strategic surplus (space) portfolio plan.

Individual tasks related to the duty.

- Independently gather, analyze, compile, and synthesize information about agency facility/property plans and needs.
- Develop and recommend data-driven proposals to improve overall portfolio plan.
- Design procedures and documentation for portfolio planning and development.

Duty 4

General Summary of Duty 4

% of Time: 10

Supports DTMB, Office and Division mission and goals.

Individual tasks related to the duty.

- Works cooperatively with Director and staff to achieve overall organizational goals, develop policies and procedures, and manage property records
- Accepts other related tasks and duties as assigned.
- Actively participates to create world-class organization through group and individual development activities and contribution of ideas and proposals for improvement.

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

Decisions regarding coordination and implementation of activities related to the advertising and sale of surplus state property and acquisition of property for the benefit of a state department. The groups effected by these decisions include state departments, local municipalities, title companies, real estate appraisers, lending institutions and the general public.

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

When a decision impacting customer/agency programs or policies of the department is required.
When acceptance or denial of a purchase agreement is necessary.
When an AG assignment or Ad Board approval is requested.
Closing documents prior to settlement.

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.

The job is performed in typical office environment. Activities include prolonged sitting or standing, occasional lifting of heavy, file filled boxes, regular kneeling, stooping, climbing stairs and bending around equipment. Site inspections and walking property tours are required at most surplus property or acquisition sites. Sales presentations, guided tours and public inspections are required at off-site locations for Agency partners, municipal officials and potential buyers.

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?

All duties listed are essential.

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

No significant changes.

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

The Surplus Land section of the Real Estate Division is responsible for the sale and occasional acquisition of property for all Executive Branch Departments and Sub-units, excluding Department of Transportation, Department of Military & Veterans Affairs and Department of Natural Resources although support and guidance is provided to those excepted divisions upon their request.

The Land section is directly responsible for \$71.5 million in real property acquisition and \$74.4 million dollars in land sales since 2004. The function of this position relieves the state of the responsibility for surplus real property, while providing income to the General Fund. RED also enables the state to meet strategic goals by securing additional property when required.

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.

Note: Equivalent combinations of education and experience that provide the required knowledge, skills and abilities will be evaluated on an individual basis.

EXPERIENCE:

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:

Knowledge of Michigan real estate laws and practices. Articulate communication skills and strong sales abilities. Knowledge of effective research, analysis evaluation and reporting principles and practices. Ability to analyze, synthesize, evaluate and present necessary data and information. Ability to interpret laws, rules and regulations related to work, to use appropriate IT resources and to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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

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.