

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

PROPERTY ANALYST

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to provide real estate appraisal, analysis, finance sale, purchase, and/or property management services such as lease negotiation and oversight of contractual services for custodial, security, maintenance and other related services.

There are five classifications in this job.

Position Code Title – Property Analyst (Departmental Trainee)-E

Property Analyst (Departmental Trainee) 9

This is the entry level and serves as a parallel classification to the Property Analyst 9 for classified state employees who do not possess a degree. The work performed is identical to an entry-level Property Analyst 9; i.e., the employee carries out a range of professional property analyst assignments while learning the methods of the work.

Position Code Title – Property Analyst-E

Property Analyst 9

This is the entry level. The employee carries out a range of professional property analyst assignments while learning the methods of the work.

Property Analyst 10

This is the intermediate level. The employee performs an expanding range of professional property analyst assignments in a developing capacity.

Property Analyst P11

This is the experienced level. The employee performs a full range of professional assignments in a full functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Property Analyst-A

Property Analyst 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

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NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Negotiates for and purchases parcels of real property or rights therein.

Works with department officials in selecting and procuring appropriate space and contacting prospective lessors.

Coordinates the planning, financing, construction and/or management of housing development projects requiring advanced analysis and management techniques.

Negotiates leases, including terms and conditions as to length of lease, services and utilities, remodeling and redecorating, and amortization.

Serves as liaison to building occupants and owners in a facility, group or multiple facilities to identify current and potential customer service issues.

Provides contractual oversight for custodial, security, maintenance, and other facility related operational and repair services.

Responds to emergency situations twenty-four hours per day, seven days per week, in assigned facilities/complexes.

Participates in the budgetary planning, fiscal management and procurement processes.

Appraises machinery, equipment, and inventory of commercial, utility and industrial concerns; audits property records.

Contacts local officials and realtors to determine fair market value of property based on value of comparable properties.

Examines and appraises property being considered for state ownership through tax revision, purchase, exchange, gift, or easement.

Analyzes housing development proposals, approval of mortgage loans, and the development and monitoring of construction and management contracts.

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Secures and analyzes background information relevant to appraisal such as tax history, ownership history, and zoning classification.

Locates the owners of land under consideration and informs them of any rights they may exercise and benefits they are entitled to.

Leases and/or coordinates the sale of parcels of real property or rights therein.

Interviews landowners, tenants, and others, and observes and inspects properties and improvements to secure adequate and accurate descriptions required for the appraisal of properties.

Serves as consultant or expert witness in judicial hearings involving state appraisal and acquisition of land.

Informs displaced home and business owners of their rights and benefits.

Assists displaced home and business owners in locating replacement sites, closing on replacement sites, and obtaining relocation benefits.

Provides technical assistance to assistant attorneys general in litigated cases involving the acquisition of state properties.

Coordinates the clearance of property; prepares and maintains building disposition records, parcel checklists, and related documents.

Prepares salvage value appraisals of acquired or prospective properties.

Prepares and processes permits and rental agreements; determines and negotiates rates for temporary use of properties.

Serves as liaison to the public, other governmental entities, and civic groups on matters relating to the acquisition, disposition, or exchange of state properties.

Conducts field examinations of property to identify and assess natural resources values, including land, water, minerals, wildlife, and timber.

Conducts site inspections to identify hazardous conditions, environmental contamination, and other environmental concerns.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

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Additional Job Duties

Property Analyst 12 (Lead Worker)

Oversees the work of other professionals by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Property Analyst 12 (Senior Worker)

Performs on a regular basis professional property analyst assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles, practices, and techniques of real and personal property appraisal.

Knowledge of the principles, practices, and techniques of property management.

Knowledge of federal, state, and departmental laws, rules, practices, methods, and procedures related to the work.

Knowledge of processes in completing negotiations for leases.

Knowledge of mortgage financing, real estate valuation, and financial management principles and practices.

Knowledge of building construction, soil types, land utilization principles, and natural resources.

Knowledge of landowner rights.

Knowledge of topographic surveying and mapping.

Knowledge of property record keeping systems including tax assessment rules, property descriptions, and tax maps.

Ability to interpret and apply the principles, practices, and techniques of real and personal property appraisal.

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Ability to read government land office maps, blueprints and aerial maps, make tracings, and plot property descriptions.

Ability to negotiate real estate transactions.

Ability to understand and carry out the terms and conditions of contractual agreements.

Ability to read and interpret blueprints, specifications, property descriptions, requisitions, purchase orders, invoices, and delivery reports.

Ability to conduct inspections of property and analyze findings.

Ability to understand and use the property record keeping systems current in local government.

Ability to provide testimony in courts of law.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Property Analyst 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Some positions require the ability to travel and to traverse rough terrain.

Physical Requirements

None

Education

Possession of a bachelor's degree in any major.

Experience

Property Analyst 9

No specific type or amount is required.

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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.

Property Analyst 12

Three years of professional experience in real estate equivalent to a Property Analyst, including one year equivalent to a Property Analyst P11.

Education and Experience Property Analyst (Departmental Trainee) 9

Education

Educational level typically acquired through completion of high school.

Experience

Administrative Support Experience

Two years of E10- or E11-level experience.

OR

Four years of advanced or supervisory 9-level, or Senior Executive Management Assistant 9 experience.

OR

Two years of advanced or supervisory 10-level experience.

OR

One year of advanced or supervisory 11-level (or higher) experience.

Business and Administrative Experience

Two years of E9- or E10-level experience.

OR

One year of advanced or supervisory 10-level (or higher) experience.

Human Services Experience

Two years of E9- or 10-level paraprofessional* or nursing experience.

OR

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Two years of E10- or E11- or supervisory 10-level experience.

OR

One year of advanced or supervisory 11-level (or higher) experience.

Engineering and Scientific Experience

Two years of E10-, E11-level or supervisory 10-level experience.

OR

One year of advanced or supervisory 11-level (or higher) experience.

Safety, Security and Regulatory Experience

Two years of E11-level experience.

OR

Two years of advanced or supervisory 10-level experience.

OR

One year of advanced or supervisory 11-level (or higher) experience.

*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.

Special Requirements, Licenses, and Certifications

Certain positions may require possession of a valid Michigan appraisal and/or broker's license.

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

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PROPALT

Job Code Description

Property Analyst

Position Title

Property Analyst (Departmental Trainee)-E
Property Analyst-E
Property Analyst-A

Position Code

PROPATRE
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Pay Schedule

NERE-002P
NERE-174
NERE-180

ECP Group 2
Revised 7/11/06
TeamLeaders