DEPARTMENT OF STATE CIVIL SERVICE
P.O. BOX 94111-CAPITOL STATION
BATON ROUGE, LA 70804-9444

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

STATECIVILSERVICE

Department:	0700 - DOTD
Agency:	0276 - DOTD-Engineering & Operations
Position Number:	50581104

Allocation Action:	Affirmed
Official Allocation:	ROW MGR
Job Code:	167170
Pay Level:	AS-622
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	11/01/2022
Position Audited:	No
Audit Date:	
Comments:	Per agency, employee qualfies for position.

Log Number:	197078
Consultant:	JCA
Supervisor:	DEZ

Louisiana SCS State Civil Service

POSITION DESCRIPTION

Form Revision Date: 11/2016

COMPENSATION DIVISION
DEPARTMENT OF STATE CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@la.gov

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

☒ UPDATE ☐ AGENCY APPEAL ☐ MASTER ___ # requested

☐ JOB CORRECTION ☐ 5.3 APPEAL ☐ CAREER PROGRESSION GROUP

☐ NEW POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE	POSITION NUMBER
0700 / 0276	50581104

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Right of Way Manager	AS 622	167170
REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE

2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA
	2761032300 / 27600TT102	East Baton Rouge	0050

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
STINSON, Donna	☐ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
LaDOTD-Engineering-Project Development-Real Estate Sec.23-Unit 001 (Appraisal)		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Right of Way Administrator	115854	jennifer.mizzell@La.Gov

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

☒ DETERMINES WORK ASSIGNMENTS ☒ RECOMMENDS HIRING/PROMOTIONS ☒ TRAINS STAFF

☒ REVIEWS AND APPROVES WORK ☒ PREPARES & SIGNS PES RATING ☒ APPROVES LEAVE

16	NUMBER OF DIRECT SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart (required) ☒ Duties / Responsibilities (required) ☐ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

7 SIGNATURES

Sign and print below.

EMPLOYEE	DATE	☐ I certify that the information in this document is true and correct to the best of my knowledge. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR	DATE	☐ I certify that I agree with this document. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
APPOINTING AUTHORITY (Required) Charles McBride Right of Way Administrator PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 10/31/22	☒ I certify that I agree with this document. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

Right of Way Manager (Appraisal)

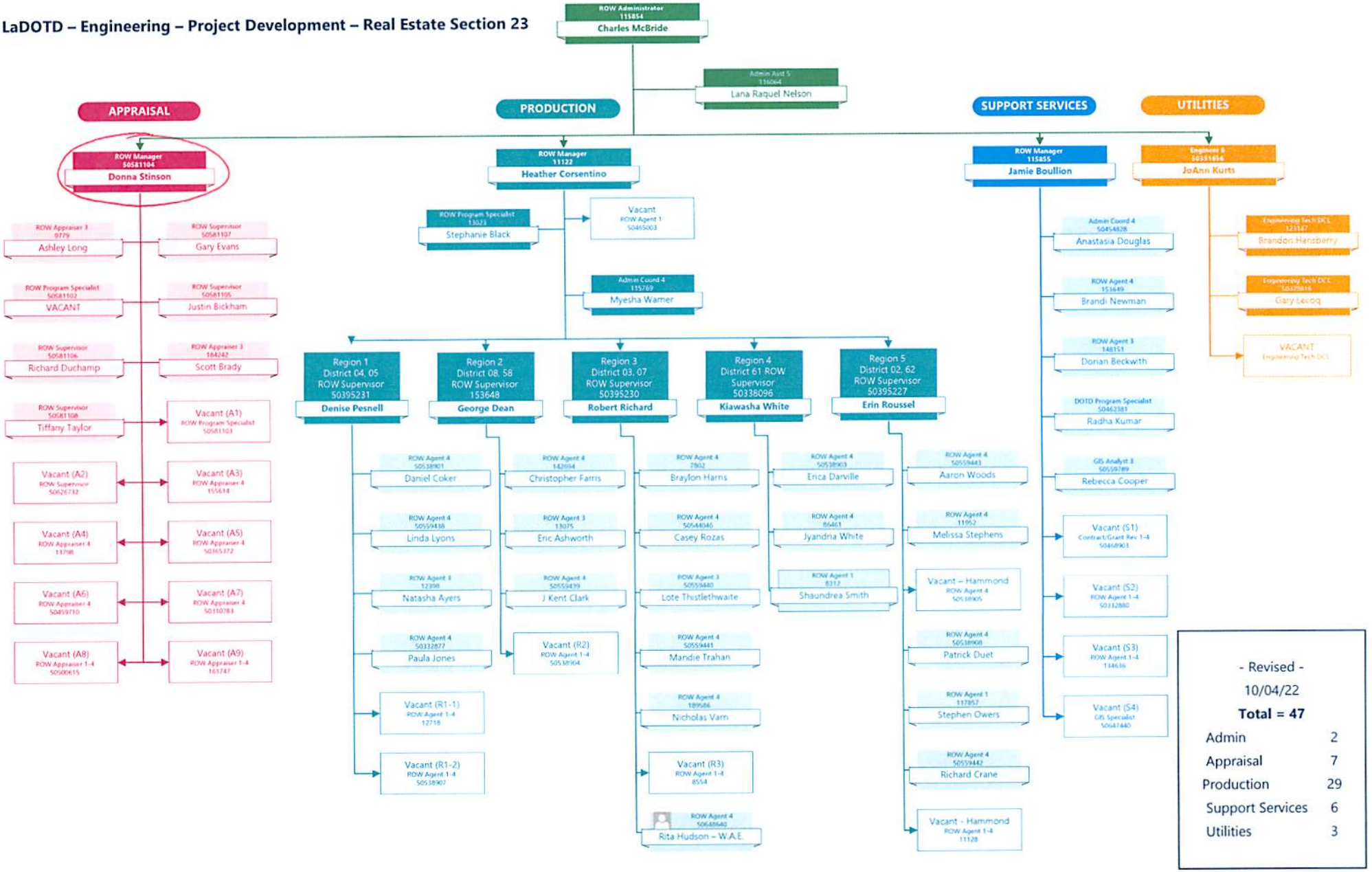
This position is located in the DOTD Headquarters Real Estate Office, works under the administrative supervision of the Right of Way Administrator and is responsible for the overall operation and management of the Appraisal Division. Manages a major component of the Right of Way Program. Mandatory statewide and overnight travel. A State General Appraisal License is required. While in official capacity, DOTD employees must comply with applicable Louisiana and Civil Service Laws, rules, and regulations, as well as DOTD policies, procedures, manuals, and directives.

55% Total responsibility for all right of way activities in the areas of appraisal and appraisal review for DOTD Real Estate Section Projects. Manages and supervises the Appraisal Division of the Real Estate Section of the DOTD. The Appraisal Division oversees the appraisal activities of local public agencies on state and federally funded projects to ensure full compliance with applicable laws and policies. Manages and supervises all appraisal activities of staff right of way appraisers. Possesses a good working knowledge of the rules, regulations, laws and policies governing right of way especially in the areas of appraisal and appraisal review. Establishes policies and procedures for assigned area to ensure statewide conformity and compliance with Federal and State laws, regulations, and rules. Provides expert assistance and technical guidance to all persons (right of way staff, surveyors, engineers, attorneys, consultants, and the general public) inside and outside of DOTD concerning acquisition laws, policies and procedures. Guides, trains and provides oversight to Local Public Agencies. Provides technical guidance and expertise to consultant appraisers and other right of way specialty valuation consultants. A good working knowledge of all aspects of the right of way consultant process. Coordinates and monitors consultants' progress to ensure surveys, staking, right-of-way maps, special purpose maps, and contractual obligations are performed on schedule. Directs adequate staff to support consultant activities, reviews their work, and processes vouchers and other documents. Reviews and recommends approval of all vouchers for contracted appraisal and other valuation services. Requires daily contact with the public, property owners and their representatives, elected officials, consultants and staff in the following DOTD Sections: Road and Bridge Design, Construction and Maintenance, Location and Survey, Environmental, Project Control, Audit, Finance and the various offices within the Real Estate Section. Represents the agency at meetings with public officials, other administrators within the agency, and property owners to ensure that proper consideration is given to real estate policies, costs, and schedules. Conducts public relations activities to ensure cooperation and harmonious relationships with property owners, public officials, and other sections within the agency. Authorized to execute for the Right of Way Administrator, on behalf of the agency, all legal and internal documents such as acts of sale, deeds, servitude agreements, and payment vouchers whereby the agency acquires legal ownership and possession of property and property rights required to construct transportation projects. Participates in the approval or rejection of all legal settlements recommended by the agency's Legal Section and all administrative settlements submitted by lower-level Right of Way Agents or Appraisers after thorough investigation to determine if such approvals are in the best interest of the Department and in conformity with the acquisition program. Coordinates appraisal activities with agency's Legal Counsel to ensure proper and effective representation of agency appraisal valuations in court proceedings. Participates in the development of administrative settlements of prospective expropriation suits to eliminate greater costs to the agency. Testifies as an expert witness in trials, court hearings, and at Legislative Committee Meetings. Determines resource needs and assists the Right of Way Administrator in the preparation of the annual budget. Assists in the evaluation and resolution of complex problems regarding Right of Way activities. Plans, organizes, and manages appraisal activities to ensure timely acquisition of property and property rights required for the advancement of the agency program within budget, legal, and policy constraints. Coordinates all activities of the staff Appraisers and consultants with other Right of Way Offices, FHWA, other governmental entities, Legal, the Engineering Office and other offices within DOTD in order to meet the Right of Way Clear Date. May hold meetings in each of the real estate field offices with consultants and staff to discuss project assignment details and DOTD expectations. Monitors projects to ensure suggested changes are made by reviewing revised right of way maps and construction plans. Monitors work of consultants and staff for compliance with applicable policies, procedures, State and Federal Laws and regulations (USPAP, Uniform Act, and UASFLA), contracts and work orders. Assesses the performance of the consultants and staff on all activities performed for the Appraisal Division. Oversees project statuses in agency information systems.

25% As a review appraiser, conducts on-site inspection of the project, subject properties, and comparable sales used in the appraisal process. Reviews title reports to verify accuracy of ownership information that impacts value determinations. Makes appropriate DOTD personnel aware of any discrepancies in the title reports that require further evaluation and editing. Studies final plans and right of way maps furnished to assure the plans and right of way maps agree and meet the stipulated requirements for use in the appraisal processes. If necessary, request changes and/or further review. Assesses changes to the right of way maps and plans to reduce right of way acquisition cost and decrease the time to complete the acquisition phase. Develops and/or approves scope of work criteria for all staff and consultant assignments. Evaluates and approves appraisal reports as well as other specialty valuation reports required to set compensation. Reviews appraisals and other specialty valuation reports for quality assurance and accuracy. Verifies the reports comply with all applicable standards, policies, laws and regulations on both state and federal levels. Determines the degree of support for the appraisal valuations presented in the appraisal reports; uses independent judgement and arrives at a recommended offer, which includes additional compensation. Examines and evaluates appraisal reports to determine their acceptability for use in expropriation proceedings. Communicates as needed with consultants and staff to insure completion of project services by the due date. Resolves discrepancies that arise for the timely completion of appraisal services. Contacts project manager and other DOTD personnel as needed to obtain required information to complete the appraisal and appraisal related processes. May modify appraisal values as appropriate and provide the necessary justification for modifications. On all project appraisal assignments, the review appraiser must determine which properties are uneconomic and determine the compensation necessary to acquire the property in its entirety.

10% Prepares detailed cost estimates and reviews detailed cost estimates completed by other appraisal staff. Cost Estimates: Develops detailed cost estimate reports on a parcel or project basis during every phase of project development. Field inspection of the project is required; as well as, photographs of subject properties. Refer to the Appraiser checklist for Stages 0-3. Performs feasibility studies; evaluates cost, income, and local economic factors in order to facilitate DOTD's Right of Way Program. Cost Estimate Reviews: Inspects project and comparable sales, reviews and approves of cost estimates, recommends number of appraisers, other specialty valuation consultants, and all other contracted acquisition costs, and administrative/legal costs to derive the total estimated cost of right of way for budgetary purposes. Appraisal: Prepares appraisal reports for complex real estate transactions to arrive at market value estimates. Documents all real estate value findings, makes and implements recommendations, and records necessary for the DOTD Right of Way Program

5% Interviews, selects, trains, and counsels staff. Makes certain that employees are properly trained and knowledgeable of both State and Federal laws and regulations, and contracting policies and procedures. Acts as the Appraisal Office liaison to the LA Appraisal Certification Board. Administers and oversees education requirements for staff. Responsible for creating and administering the statewide appraiser trainee education and experience program. Approves and signs off on trainee reports so that they can obtain qualifying credit toward licensure. Approves leave requests and prepares and conducts performance planning and evaluations.

5% Perform additional duties as directed by the Right of Way Administrator to ensure the proper and efficient operation of the Real Estate Section. Perform other duties, as required, including emergency and disaster support.

LaDOTD – Engineering – Project Development – Real Estate Section 23