



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: August 3, 2017

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 4, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, August 17, 2017**. Applicants will not be accepted after that time and date.

**NOTE: A copy of each applicant's ACTIVE Illinois State Certified General Real Estate Appraiser License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

RS V

Appraisal Unit Chief  
Bureau of Land Acquisition  
Office of Program Development  
Springfield

Attachments  
42132

Technical Applications [PM1080 rev 6/1/17](#)\*\***must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Thursday, August 17, 2017**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: A copy of each applicant's ACTIVE Illinois State Certified General Real Estate Appraiser License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



**Illinois Department  
of Transportation**

An Equal Opportunity Employer

## Position Summary Sheet

|                         |                              |                        |   |
|-------------------------|------------------------------|------------------------|---|
| <b>Classification:</b>  | <b>Realty Specialist V</b>   | <b>Salary:</b>         | <b>\$6,020 - \$8,115*</b>   |
| <b>Position Title:</b>  | <b>Appraisal Unit Chief</b>  | <b>Union Position:</b> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Position Number:</b> | <b>PW945-23-65-503-30-01</b> | <b>IPR#:</b>           | <b>42132</b>  |

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### Office/Central Bureau/District/Work Address:

Office of Program Development / Bureau of Land Acquisition /2300 South Dirksen Parkway, Springfield, IL

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### Description Of Duties:

This position is accountable for planning and directing the valuation and appraisal activities in the Central Office and Districts to ensure accomplishments within the guidelines established through state and federal laws and departmental policies and procedures.

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### Special Qualifications:

#### Required:

- Valid driver's license
- Statewide travel which may include overnight stays
- Illinois State Certified General Real Estate Appraiser license

#### Desired:

- Four years of college preferably with course work in real estate appraisal, engineering, business administration, prelaw, economics or related fields
- Four years of professional experience in real estate appraisal, negotiation, property management or relocation assistance
- Extensive knowledge of state and federal laws concerning land acquisition and related activities, and departmental land acquisition policies and procedures
- Ability to plan, organize and execute programs and/or projects
- Ability to communicate clearly and effectively; exercise sound judgment; and establish and maintain effectual working relationships with employees, property owners, attorneys, government officials and general public

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### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

\*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

\*\*Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

|                     |                       |                         |   |
|---------------------|-----------------------|-------------------------|---|
| <b>DATE:</b>        | July 2017             | <b>POSITION:</b>        | Appraisal Unit Chief  |
| <b>APPROVED BY:</b> | Laura Mlacnik         | <b>OFFICE/DIVISION:</b> | Office of Program Development<br>Bureau of Land Acquisition |
| <b>CODE:</b>        | PW945-23-65-503-30-01 | <b>REPORTS TO:</b>      | Acquisition Management Section<br>Chief                     |

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***Position Purpose***

This position is accountable for planning and directing the valuation and appraisal activities in the Central Office and the Districts to ensure accomplishments within the guidelines established through state and federal laws and Departmental policies and procedures.

***Dimensions***

|                                |                                |
|--------------------------------|--------------------------------|
| Subordinates:                  | One Technical                  |
| Annual Appraisals:             | 2500 – 3000; \$30-40 M         |
| Administrative Documentations: | 900 – 1100 Annually            |
| Stipulated Settlements:        | 300 – 425 Annually             |
| Sign and Junkyard Program:     | \$200,000 – \$500,000 Annually |

***Nature and Scope***

This position reports to the Acquisition Management Section Chief as do the Acquisition and Condemnation Unit Manager and the Relocation & Property Management Unit Manager. Reporting to this position is an Appraiser/Reviewer.

This position functions within an environment of ensuring spot check reviews of appraisals for properties required for state highway projects indicate that compensation is fair, equitable and properly supported. This includes the review of each signboard appraisal submitted under the Department's outdoor advertising control program. S/He assists in the development of Departmental policies and procedures for the appraisal and review phases of right-of-way acquisition and sign and junkyard control. S/he is also responsible for maintaining and updating the Department's *Signboard and Site Evaluation Manual*.

Typical problems encountered in this position are technical and managerial in nature. They involve rendering technical advice to the Districts, and review and approval of settlements above the amount of the approved appraisal. The greatest challenges for this position are to ensure that appraisal preparation and review operations are in accordance with Departmental policies and procedures; that settlements made are fair and just; that payment for right-of-way is equitable; and, to assist the districts in accomplishing their signboard and junkyard control programs in an orderly manner by avoiding legal entanglements and unfavorable litigations. The incumbent is also responsible for the input of pertinent appraisal, appraisal review, and signboard valuation information into the Land Acquisition System (LAS).

The incumbent personally assists the Districts in complex appraisal problems and reviews appraisals, documentations and settlements that are of a significant nature. S/He suggests and assists in the development of appraisal policies and procedures in accordance with federal regulations, appraisal theories and practices. S/He personally reviews complex appraisals that involve multi-public agencies with unique claims for damages and other special assignments.

The incumbent accomplishes accountabilities with the assistance of:

Appraiser/Reviewer who prepares and/or reviews real estate appraisals, administrative documentation, stipulated settlements and signboard valuations and administration. Much of the work performed by the incumbent is self-initiated and under the general direction of the Section Chief. Sensitive or unusual problems are referred to the Section Chief for consultation and a decision. The incumbent evaluates subordinates' performance and recommends personnel actions. Principal rules and regulations within which the incumbent operates are contained in the *Land Acquisition Policies and Procedures Manual*, federal regulations and state laws.

The incumbent exercises some latitude in accomplishing assigned duties. Sensitive problems are referred to the Acquisition Management Section Chief for consultation. S/He is guided by state and federal laws, policies and procedures.

Internal contacts range from infrequent to frequent and include District Land Acquisition Engineers, the Bureaus of Construction, Design and Environment, Local Roads & Streets, and the Office of Chief Counsel. External contacts include the Federal Highway Administration, the Office of the Attorney General, Department of Agriculture, local public agencies, fee appraisers, private individuals and the general public. Travel to Districts is required to accomplish accountabilities.

The effectiveness of this position is measured by expedient and accurate appraisals that are made and reviewed in harmony with acquisition activities to meet scheduled letting dates.

### ***Principal Accountabilities***

1. Monitors, evaluates and assists the Districts in the appraisal and appraisal review operations to ensure compliance with Departmental policies and procedures.
2. Provides for review and final acceptance of appraisals, administrative documentations and stipulated settlements to ensure compliance with state and federal regulations and proper justification for payment.
3. Assists in the development and implementation of policies and procedures for appraisal preparation and appraisal review, and maintaining the *Signboard and Site Evaluation Manual* and valuation forms used in implementation of the sign and junkyard programs.
4. Conducts compliance reviews in his/her areas of responsibility to ensure compliance with Departmental policies and procedures.
5. Reviews and approves applications from prospective fee appraisers to ensure that qualified appraisers are available to the Districts when needed.
6. Motivates, evaluates and develops subordinates to maintain high level of employee morale and work performance.
7. Performs duties in compliance with Departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as required or assigned.