



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 1, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Tuesday, September 5, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, September 18, 2017**. Applications will not be accepted after that time and date.

NOTE: 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.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

RS IV

Acquisition Supervisor
Region 3/District 4/Program Development
Office of Highways Project Implementation
Peoria

Attachments
42202

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 by **Monday, September 18, 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: 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.



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Realty Specialist IV	Salary:	\$5,015 - \$7,085*
Position Title:	Acquisition Supervisor	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW944-23-54-301-30-01	IPR#:	42202

Office/Central Bureau/District/Work Address:

OHPI/ Region 3/ District 4/ Bureau of Program Development / 401 Main Street, Peoria, IL

Description Of Duties:

This position is accountable for directing, coordinating and monitoring the in-house and contracted negotiation and relocation activities associated with the timely acquisition of right-of-way necessary for the construction of highway improvements and local agency transportation projects so as to meet established letting dates and to treat affected property owners equitably. This position also oversees all aspects of relocations and property management.

Special Qualifications:

Required:

- Districtwide travel
- Valid driver's license

Desired:

- Four years of college including course work in engineering, business administration, prelaw and economics
- Four years of professional experience in real estate appraisal, negotiation, property management or relocation assistance
- Knowledge of state and federal laws concerning land acquisition and related activities
- Knowledge of departmental land acquisition policies and procedures
- Ability to communicate clearly and effectively; exercise sound judgment; and read and interpret reports, maps, plans, plats, legal descriptions and title abstracts

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

*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**

DATE:	June 16, 2017	POSITION:	Acquisition Supervisor
APPROVED BY:	<i>Kensil Garnett</i> <hr/> Kensil A. Garnett, Region Engineer	OFFICE/DIVISION:	OHPI/Region 3/District 4/Bureau of Program Development-Land Acquisition
CODE:	PW944-23-54-301-30-01	REPORTS TO:	Land Acquisition Engineer

Position Purpose

This position is accountable for directing, coordinating and monitoring the in-house and contracted negotiation and relocation activities associated with the timely acquisition of right-of-way necessary for the construction of highway improvements and local agency transportation projects so as to meet established letting dates and to treat affected property owners equitably. This position also oversees all aspects of relocations and property management.

Dimensions

Subordinate Personnel:	8 Direct
Annual Land Acquisition Program:	No. of Projects – 35-50 No. of Parcels – 400-700 Dollar Volume – \$4-\$10 Million Relocations – 35-50
Annual Local Agency Program:	No. of Parcels – 150-250 Dollar Volume – \$500,000

Nature and Scope

This position reports to the District Land Acquisition Engineer as do the Chief of Surveys, Chief of Plats and Plans, Appraisal Supervisor, Condemnation Engineer, and Executive Secretary I. Reporting to this position are six Property Agents and five Negotiators.

This position functions in a geographical section of Central Illinois that is composed of rural, urban and urbanized areas which accentuates the need for a diverse acquisition background. Development in the largest downstate urbanized area results in rapidly changing land use and declining availability of right-of-way with a concomitant increase in land costs. The aforementioned conditions require prompt action on attendant improvements projects that draw heightened public interest and scrutiny. Negotiations for property for the Department's programs must be conducted expeditiously so that construction letting dates are met on schedule and the obligated construction funds are not lost. This negotiation process includes relocation and property management programs. The conduct of negotiations requires immense diplomacy and experience in selling the Department's programs, projects and fair market values to the property owners. Effective negotiations give maximum protection to the property owner while minimizing the cost to the taxpayer by limiting the necessity of condemnation. This position is responsible for the proper negotiation and the preparation and execution of all documents as required by law.

Typical problems encountered in this position include: evaluating the the project development stage and providing input as to the acquisition impact of proposed construction; establishing effective communication with owners of complex parcels so that understanding is reached; resolving questions/concerns from property owners or their attorneys concerning acquisition and property rights; recommending appropriate adjustment prices for specific parcels weighing appraised values against the need for timely acquisition; insuring the completeness and accuracy of documentation to support legal proceedings; insuring that local agency acquisitions on Federally funded projects are timely and conducted in such a manner as not to jeopardize Federal participation.

The greatest challenge to this position is scheduling and expediting right-of-way acquisition and relocation activities so as to insure timely and economic acquisition to meet established construction letting dates while maintaining equity to affected property owners.

The incumbent schedules and assigns the unit's resources and monitors the progress of negotiations and relocation on all parcels needed. He/She prepares or reviews affidavits, special agreements, subordinations, partial releases and other legal documents required to obtain all necessary rights. In preparing certain legal documents for railroad and utility companies, he/she must coordinate and work closely with company representatives and District Program Development Project Support personnel. The incumbent negotiates with property owners or their attorneys in complex or special cases. The incumbent reviews title reports, right-of-way and construction plans and appraisals in order to fully understand the effect of the project on adjoining property and to anticipate any special or unusual negotiation problems. The incumbent reviews all negotiations and recommends continued negotiations or condemnation referral. He/She recommends additional or revised appraisals and administrative settlements above fair market value. He/She monitors and may input data in the LAS Database. He/She provides services to local agencies involving Federal-Aid, including review of negotiations for compliance with the Uniform Real Property, Acquisition and Relocation Assistance Policies Act of 1970 and the establishment of training programs for local agency Acquisition personnel.

The incumbent accomplishes accountabilities through the following subordinate staff:

Realty Specialist III (Property Agent) – who is accountable for acquiring rights-of-way on multi-parcel projects for highway construction, hardship acquisition for future construction and other related improvements, as well as providing on job training to new agents. Provides all relocation assistance necessary in aiding property owners whose property has been acquired by the department and also managing commercial, residential, and agricultural property acquired prior to demolition and the sale of excess state property.

Realty Specialist II (Negotiator II) – who is accountable for acquiring rights-of-way on multi-parcel projects for highway construction, hardship acquisition for future construction and other related improvements, as well as providing on-job training to new agents. Also accountable for managing commercial, residential, and agricultural property acquired prior to demolition and the sale of excess state property.

Realty Specialist I (Negotiator I) – who is accountable for acquiring minor right-of-way for highway construction and related improvements.

Additional fee negotiators and consultants, as required, who review the project area, right-of-way plans, appraisals, analyze title reports, prepare offers to purchase and introductory letters, utilize forms management, assemble property owners portfolio and negotiations, negotiate for the acquisition of right-of-way, and maintain a complete set of notes; a realty specialist who prepares preliminary project relocation plans, coordinates asbestos inspection/testing, establishes replacement housing payments, approves claims for moving expenses and replacement housing and transfers, disposes of excess lands and improvements, and resolves encroachment complaints; manages rentals of excess land improvements, prepares or reviews agreements with other agencies to provide acquisition and relocation assistance service.

This position is guided by established policies and procedures of the Department of Transportation, the laws of Eminent Domain and the FHWA. He/She has broad freedom in assignment of negotiators and scheduling workloads. The incumbent recommends administrative settlement in excess of appraisals and gives advice on unresolved property owner complaints to the Land Acquisition Engineer.

The incumbent has frequent contacts with other Sections of Program Development, the Central Bureau of Land Acquisition, the District Bureaus of Project Implementation, Operations and Local Roads to discuss land acquisition related problems and deadlines to be met. He/she maintains effective contact with property owners and their attorneys regarding land acquisition and compensation. Contacts with officials from local governmental agencies, consultants, railroad officials, and representatives of the Federal Highway Administration are necessary to discuss right-of-way matters and to negotiate approvals of acquisition. Requires districtwide travel.

The effectiveness of this position is measured by the extent to which construction schedules are not delayed by the work of the negotiating or relocation unit and by the ability to avoid condemnation cases while adhering to fair market values.

Principal Accountabilities

1. Review the project area, construction and right-of-way plans and appraisals prior to the initiation of negotiations to determine possible negotiation problems, strategies and proper procedures.
2. Responsible for scheduling all work related to negotiations to insure all projects have Rights of Way clear for targeted letting dates.
3. Ensure that negotiations are completed in a manner which exhibits sensitivity and professionalism while meeting all required policies and procedures.
4. Responsible for management of rental, leases and demolition of State property.
5. Responsible for disposing of the districts excess State owned property as part of the Non-Operating Highway Right of Way (NORWAY) Program
6. Maintain liaison with other bureaus, outside agencies, local officials, property owners and Special Assistant Attorneys General regarding acquisition programs.
7. Responsible for proper compliance and quality control in relocation activities to meet State and Federal requirements including asbestos investigation/testing.
8. Responsible for monitoring, to the extent necessary, local agency certification of project compliance with requirements of Titles II and III of the Uniform Real Property Acquisition and Relocation Policies Act of 1970.
9. Assists in the preparation of documents and formal steps needed for eminent domain proceedings to take place in order to maintain letting schedules.
10. Monitors and inputs data on the LAS Database.
11. Supervise preparation of special documents for title clearance.
12. Train, monitor, motivate and evaluate subordinate staff to improve efficiency as well as timeliness and overall efficacy.
13. Performs other duties as assigned.
14. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.