



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 8, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 9, 2019 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, May 22, 2018**. 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 II (2 pos)

Negotiator
Region 2/District 3/Program Development
Office of Highways Project Implementation
Ottawa

Attachments
42726

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 **Tuesday, May 22, 2018**, 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.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Realty Specialist II (2 Positions)	Salary:	\$4,105 - \$5,710*
Position Title:	Negotiator	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW942-23-53-301-32-01	IPR#:	42726

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 2/District 3/Bureau of Program Development/700 E. Norris Drive, Ottawa, IL

Description Of Duties:

This position is responsible for acquiring rights-of-way on multi-parcel projects for current transportation improvements and acquisition for future highway construction and other related improvements.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel
- Notary Public license, or ability to obtain within six months of hire date

Desired:

- Completion of four years of college including course work in real estate appraisal, negotiation, or finance
- Two years of professional experience in real estate appraisal, negotiation, property management and relocation principles
- Ability to establish and maintain effectual working relations with property owners, attorneys and government officials

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**

DATE:	April 2, 2018	POSITION:	Negotiator
APPROVED BY:	William Cruz	OFFICE/DIVISION:	OHPI/Region 2/District 3
CODE:	PW942-23-53-301-32-01	REPORTS TO:	Acquisition Manager

Position Purpose

This position is accountable for acquiring right-of-way parcels for highway construction projects, and property management and relocation functions.

Dimensions

Parcels Acquired Annually:	50-75
Value of Parcels Acquired Annually:	\$500,000 - \$2 Million
Geographical Area:	9 Counties

Nature and Scope

This position reports to the Acquisition Manager. This position has no subordinates.

This position is responsible for establishing parcel files and portfolios for presentation to property owners. Discussions with the property owners involve Eminent Domain proceedings and a monetary offer to the property owner for consideration. Effective negotiations minimize the cost of acquisitions, reduce condemnation expenses and result in property owners receiving fair market value for their property. This position requires the incumbent to possess thorough technical knowledge concerning right-of-way acquisition for highway purposes and also possess the ability to interact well with others. Such knowledge and interactive skills are needed to explain the construction project details and real estate transactions to land owners, appraisers, title companies, banks, and others.

Typical problems faced by the incumbent are legal, technical and communicative in nature. The incumbent must establish effective communication with the parcel owners so that understanding is reached, confidence is developed and negotiations are successfully completed. Also, this position resolves questions and complaints from property owners or their attorneys with diplomacy to ensure good public relations. The greatest challenge to this position is to conduct effective negotiations which result in the timely acquisition of assigned parcels while attaining a good image of the department.

Functions personally performed by the incumbent include contacting property owners for the purpose of purchasing right-of-way needed for highway projects, explaining the nature of proposed improvements and the necessity for the acquisition, describing the appraisal process for valuing of the property, and explaining how the remaining property will be affected. When an offer is accepted, the incumbent must notarize the necessary instruments including warranty deeds, easements, mortgage releases, leasehold releases and subordination agreements. Upon acceptance of the offer and execution of all instruments, the incumbent must then request a warrant for payment. Once the warrant has been received, the warrant must be recorded and the property owner paid in full. The incumbent is responsible for the flow of documents and information through the acquisition process, and the interpretation of Land Acquisition documents for processing into the Land Acquisition System database.

This position operates within the guidelines of the Land Acquisition Policies and Procedures Manual, the Bureau of Design and Environment Manual, the Uniform Relocation and Assistance and Real Property Acquisition Policy Act of 1970, and the Illinois Revised Statutes.

Contacts within the department are with the Studies and Plans and Programming Sections in the Bureau of Program Development, the Traffic and Maintenance Sections in the Bureau of Operations, the Construction Section of the Bureau of Project Implementation, the central Bureaus of Local Roads and Streets, and Land Acquisition. Contacts outside the department are with title and abstract companies, consulting staff, land owners, their attorneys, and the general public. Travel will be required.

The effectiveness of this position is measured by the timely and effective completion of Land Acquisition activities which result in the free flow of information, the meeting of construction letting schedules, and the avoidance of condemnation cases.

Principal Accountabilities

1. Conducts negotiations for acquiring rights-of-way.
2. Makes available complete and accurate records, records processing, payment processing, payment processing of title commitments, title insurance policies, information regarding negotiations, and information regarding title clearance.
3. Answers inquiries concerning present and past acquisition problems.
4. Determines relevant data, inputs that data, and extracts information for reports out of the Land Acquisition System database.
5. Maintains records on the acquisition of title information and follow-ups.
6. Determines what documents need to be executed in order to obtain a clear title and reports this information to the Acquisition Manager.
7. Establishes and maintains good working relationships with all contacts.
8. Performs local agency project certification, property management, and relocation functions.
9. Maintains and follows the district's record retention policy.
10. Performs duties in compliance with departmental safety rules, and in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.