

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Real Estate Disposition/Administrator	<u>SERIES NO.:</u> 8459
<u>MAJOR AGENCIES:</u> Administrative Services, Job & Family Services, Natural Resources, Transportation, Bureau of Workers' Compensation	<u>EFFECTIVE DATE:</u> 02/22/2015

SERIES PURPOSE:

The purpose of the real estate disposition/administrator occupation is to coordinate or administer real estate or property management activities on regional, district or statewide basis.

At the lower levels, incumbents provide comprehensive real estate services to all state agencies, elected officials & state colleges & universities or plan, direct & administer property management program or district real estate operations or assist in coordinating & administering statewide real estate program.

At the highest level, incumbents coordinate statewide right-of-way programs or direct bureau or regional real estate operations or administer entire real estate program on statewide basis.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Real Estate Specialist	84592	31	06/26/1994

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of business administration & property/real estate management in order to negotiate, research & prepare all legal documentation required in real estate transactions for acquisition, lease, management & sale of commercial office space & lands for all state agencies, elected officials & state colleges & universities (i.e., class level does not apply to positions in Ohio Department of Transportation).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Real Estate Specialist Supervisor	84595	13	08/20/2006

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of business administration & property/real estate management in order to oversee real estate services & activities, assure efficiency & quality is maintained & supervise assigned staff (i.e., class level does not apply to positions in Ohio Department of Transportation).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Real Estate Administrator 1	84596	14	02/22/2015

CLASS CONCEPT:

The supervisory level class works under general direction & requires considerable knowledge of business administration & real estate or property management in order to plan, direct & administer district real estate operations & supervise real estate & related clerical support staff, or direct & administer property management program for state-owned office complex & supervise property maintenance & administrative staff, or administer all activities of assigned real estate section (i.e., composed of two units with each unit having at least two full-time employees & at least one unit headed by lower-level supervisor) & supervise property maintenance & administrative staff, or administer activities of assigned statewide component of assigned agency's real estate program (e.g., statewide land donation program) & supervise assigned staff, or plan, direct & coordinate real estate operations for assigned multiple regions in Bureau of Workers' Compensation & supervise real estate staff, or manage all leasing functions & in assigned area, implement property management systems for leased &/or state owned facilities including design & retrofit & oversee activities of statewide maintenance (e.g., crew) shop, or in Department of Transportation Central Office, supervise real estate staff & oversee statewide real estate service & activities of assigned operational unit (i.e., title research/closings; appraisal; appraisal review; acquisition; relocation assistance; property management; property disposition; or advertising device control) including development & implementation of policy & related training & quality assurance reviews.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Real Estate Administrator 2	84597	15	02/22/2015

CLASS CONCEPT:

The first managerial level class works under administrative direction & requires thorough knowledge of business

administration & real estate or property management in order to coordinate & assist in administering activities of business management division which includes property & materials management & safety & health programs for building occupants or activities involving leasing, acquisition & disposal of state lands & buildings programs including mineral rights & appropriation through condemnation proceedings or activities involving commercial leasing program statewide in central office location only of assigned agency, or in Department of Transportation Central Office, serve as assistant administrator overseeing statewide real estate activities for multiple operational areas (i.e., title research/closings; appraisal; appraisal review; acquisition; relocation assistance; property management; property disposition; advertising device control) including the development & implementation of policy & related training & quality assurance reviews, or in Department of Transportation District Office, serve as District Real Estate Administrator overseeing all District real estate functions & with any option supervise real estate & related support staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Real Estate Administrator 3	84598	16	02/22/2015

CLASS CONCEPT:

The second managerial level class works under administrative direction & requires advanced knowledge of business administration & real estate or property management in order to serve as office administrator in Central Office & assist deputy director by developing real estate policies & procedures encompassing components of acquisition phase to include appraisals, relocation assistance, contracts & instruments, acquisition, property management & disposal & utility relocations, act as liaison for deputy director's office on special projects & develop & conduct instructional programs on real estate activities & supervise real estate & clerical support staff in Department of Transportation Central Office, or plan, direct & administer entire real estate program on statewide basis & supervise real estate & clerical support staff in central office of Department of Administrative Services, or plan & direct entire real estate program for Bureau of Workers' Compensation & supervise real estate management staff & clerical/administrative support personnel, or administer, direct & manage division of business management & administration in Department of Job & Family Services & supervise management staff & related support personnel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Real Estate Specialist	84592	14	06/26/1994	31

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In Department of Administrative Services, performs multilevel real estate services for state agencies & universities as required (e.g., leasing of state land & buildings, lease of commercial space, acquisition & sale, oil & gas leasing, granting of easements & permits, reviewing of appraisals), corresponds & negotiates directly with state agencies, universities, cities, counties, developers, utility companies or others seeking to use or lease state land (e.g., to establish terms & conditions of leases, easements & permits on state property), performs all functions necessary to effect such leases, easements or permits (e.g., reviews & evaluates proposals for use of state land, advises agency or university of recommended action, prepares & processes documents through project completion), locates suitable state owned or commercial space for use by state agencies & performs all functions required to effect lease (e.g., reviews & evaluates site, negotiates terms & conditions of lease directly with lessor, coordinates agencies' space planning & moving needs, prepares lease documents & controlling board requests & processes through completion), assists in all processes involved in purchase of property for state (e.g., site selection, appraisal, negotiation, contract preparation, closing or appropriation if required), assists in sale of property as directed by enabling legislation (e.g., prepares review appraisals, public advertisements & auction bid forms, conducts auction & prepares all documentation to complete sale) (i.e., class level does not apply to positions in Ohio Department of Transportation).

Prepares documents, reports & correspondence; reviews & responds to informational inquiries & complaints; serves as liaison with state agencies & universities to advise on real estate procedures & policies; attends meetings as required, prepares & maintains accurate records & files relating to leasing, purchasing & sale of property (e.g., documentation of all work in process, final acreage figures on property purchased or sold, accurate square foot figures of spaced leased & corresponding rental rates).

MAJOR WORKER CHARACTERISTICS:

Knowledge of real estate or property management; business administration. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare deeds, leases, mortgages & contracts; read property boundary descriptions & floor plans; gather, collate & classify information about data, people or things; handle sensitive complaints & inquiries; demonstrate effective & customer oriented written & oral communication skills.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of core program for undergraduate degree in business administration; 1 yr. trg. or 1 yr. exp. in real estate or property management; travel required, must be able to provide own transportation.

-Or 3 yrs. trg. or 3 yrs. exp. in real estate or property management; travel required, must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Travel is required; infrequent overnight travel may be required; on rare occasions may be exposed to unpleasant weather conditions & high temperatures; may be required to work flexible hours based on scheduled appointments.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Real Estate Specialist Supervisor	84595	EX	08/20/2006	13

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In Department of Administrative Services, oversees real estate services & activities on statewide basis for all agencies, elected officials & colleges & universities (e.g., administers & monitors office functions related to commercial leasing, property sales & purchases, multi purpose leases & easements or property appraisals, reviews & recommends plans, revisions & development programs for agencies, elected officials & colleges & universities, coordinates activities between state agencies, state elected officials & state colleges & universities & local officials, developers & state & private attorneys, reviews status of work in progress, coordinates personnel assignments & maintains production standards & supervises real estate & related clerical staff); or in Department of Natural Resources, oversees real estate services & activities on statewide basis relating to Ohio Department of Natural Resources lands (e.g., acquisition, leasing, licensing, easements, rights of entry & property sales), reviews status of work in progress, coordinates personnel assignments & supervises assigned staff (i.e., class level does not apply to positions in Ohio Department of Transportation).

Serves as lead liaison between state agencies, state & local public officials, state colleges & universities, attorneys & private developers performing various real estate related activities (e.g., conducts meetings to advise on procedures; drafts, reviews & recommends contractual agreements & other legal instruments; coordinates work with developers & governmental agencies; inspects property & leasehold improvements; reviews developmental plans, forms, proposals & contracts; conducts auctions).

Performs related administrative duties (e.g., prepares contracts; closes real estate purchases; auctions surplus property; reviews & responds to complaints & inquiries; attends meetings with state & local agencies &/or consultants; coordinates, recommends & approves construction of property & leasehold improvements; analyzes & evaluates consultants' proposals & scope of services & real estate appraisals; approves & recommends values for property acquisitions; makes recommendations regarding disposal of surplus state lands; develops comprehensive real estate reports & analysis; trains other real estate staff & assists in technical project areas including strategy negotiations & closings; approves draft documents for final preparation & distribution by real estate staff.

MAJOR WORKER CHARACTERISTICS:

Knowledge of real estate or property management; business administration; supervisory principles/techniques. Ability to supervise & motivate assigned staff; define problems, collect data, establish facts & draw valid conclusions; prepare deeds, leases, mortgages & contracts; read property boundary descriptions & floor plans; gather, collate & classify information about data, people or things; handle sensitive complaints & inquiries; demonstrate effective & customer oriented written & oral communication skills.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of core program for graduate degree in business administration; 1 yr. trg. or 1 yr. exp. in real estate or property management; travel required, must be able to provide own transportation.

-Or completion of core program for undergraduate degree in business administration; 2 yrs. trg. or 2 yrs. exp. in real estate or property management; travel required, must be able to provide own transportation.

-Or 4 yrs. trg. or 4 yrs. exp. in real estate or property management; travel required, must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Travel may be required; infrequent overnight travel may be required; on rare occasions may be exposed to unpleasant weather conditions & high temperatures; may be required to work flexible hours based on scheduled appointments.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Real Estate Administrator 1	84596	EX	02/22/2015	14

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In Bureau of Workers' Compensation, plans, directs & administers real estate operations for assigned regions (e.g., administers & monitors all office functions; reviews & recommends plan revisions requested by region; maintains liaison & coordinates activities with regional & central office; reviews status of work in progress; coordinates personnel assignments; maintains production standards) & supervises real estate & related clerical staff; or directs & administers property management program for state-owned office complex, drafts policies & procedures regarding property development, operation & planning relative to maintenance, construction & remodeling of property & buildings, projects budget needs based on planned improvements & maintenance of existing property, monitors purchases/expenditures to ensure approved budget is not exceeded & supervises property maintenance & administrative staff; or administers all activities of assigned real estate section (i.e., composed of two units with each unit having at least two full-time employees & at least one unit headed by lower-level supervisor) & supervises property maintenance & administrative staff; or administers activities of assigned statewide component of assigned agency's real estate program (e.g., statewide land donation program) & supervises assigned staff; or manages all leasing functions & in assigned area, implements property management systems for leased &/or state owned facilities including design & retrofit & oversees activities of statewide maintenance (e.g., crew) shop; or in Department of Transportation, plans, directs & administers district real estate operations & supervises real estate & in some cases, also supervises clerical support staff, or in Department of Transportation Central Office, supervises real estate staff & oversees statewide real estate service & activities of assigned operational unit (i.e., title research/closings; appraisal; appraisal review; acquisition; relocation assistance; property management; property disposition; or advertising device control) including development of policy & related training & quality assurance reviews.

Serves as liaison with local public agencies, private businesses & city & community groups performing right-of-way negotiations (e.g., conducts meetings to advise on procedures to be followed & federal requirements; drafts contractual agreements; coordinates work with LPA & other governmental agencies; attends inspections; reviews proposed plan changes, forms & legal descriptions); coordinates & oversees all maintenance & repairs to office complex (e.g., buildings, grounds, heating, air conditioning) & monitors all contract services (e.g., janitorial; security) for quality & conformity to service agreement; administers appeal process to resolve real estate disputes; provides technical assistance to district/regional staff.

Performs related administrative duties (e.g., prepares contracts, reports &/or correspondence; reviews & responds to complaints; attends public hearings; attends meetings with local public agencies &/or consultants; coordinates &/or oversees abandonments & vacations procedures; analyzes & evaluates consultant proposals & scope of services; maintains inventory of & makes recommendations regarding disposal of excess lands).

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration; real estate or property management, agency policy & procedure, Ohio Revised Code, local ordinances/statutes & other applicable local, state & federal requirements relative to real estate acquisition & management*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare deeds, leases, mortgages & contracts; gather, collate & classify information about data, people or things; handle sensitive complaints & inquiries.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of core program for graduate degree in business administration; 1 yr. trg. or 1 yr. exp. in real estate or property management; must be able to provide own transportation.

-Or completion of core program for undergraduate degree in business administration; 2 yrs. trg. or 2 yrs. exp. in real estate or property management; must be able to provide own transportation.

-Or 4 yrs. trg. or 4 yrs. exp. in real estate or property management; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Travel may be required; overnight travel may be required; exposed to unpleasant weather conditions & high temperatures occasionally; may be required to work flexible hours based on scheduled appointments.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Real Estate Administrator 2	84597	EX	02/22/2015	15

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In central office location only of assigned agency on statewide basis, coordinates & assists in administering activities of business management division which includes property & materials management & safety & health programs for building occupants or activities involving leasing, acquisition & disposal of state lands & buildings programs including mineral rights & appropriation through condemnation proceedings or activities involving commercial leasing program, or in Department of Transportation Central Office, serves as assistant administrator overseeing statewide real estate activities for multiple operational areas (i.e., title research/closings; appraisal; appraisal review; acquisition; relocation assistance; property management; property disposition; advertising device control) including development & implementation of policy & related training & quality assurance reviews, or in Department of Transportation District Office, serves as District Real Estate Administrator overseeing all District real estate functions & with any option supervises real estate & related support staff.

Works with regional managers & assists them with long range organizing & planning of activities & programs; assists with planning, organizing & directing activities of canal field offices & real estate bureaus or use of state owned building space & commercial leasing programs; handles all areas of real estate to expedite programs for state agencies.

Coordinates & manages special projects, statewide inventory audits & controlling board requests for division; serves as liaison with all agencies in matters concerning real estate or their housing needs & coordination among regional activities & programs.

Provides assistance to immediate supervisor in general administrative areas (e.g., reviews legislation & analyzes policies & procedures to discern impact on operational services; prepares complex procedures & programs; prepares correspondence relating to real estate problems & activities).

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration; real estate or property management. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare contracts & other legal documents; gather, collate & classify information about data, people & things; develop good rapport with high level government officials & other supervisory personnel.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of core program for graduate degree in business administration; 2 yrs. trg. or 2 yrs. exp. in real estate or property management.

-Or completion of core program for undergraduate degree in business administration; 3 yrs. trg. or 3 yrs. exp. in real estate or property management.

-Or 5 yrs. trg. or 5 yrs. exp. in real estate or property management.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Travel may be required; overnight travel may be required; may be required to work flexible hours based on scheduled appointments.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Real Estate Administrator 3	84598	EX	02/22/2015	16

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In Department of Transportation Central Office, serves as office administrator & assists deputy director by developing real estate policies & procedures encompassing components of acquisition phase to include appraisals, relocation assistance, contracts & instruments, acquisition, property management & disposal & utility relocation, acts as liaison for deputy director's office on special projects & develops & conducts instructional programs on real estate activities & supervises real estate & clerical support staff,

OR

In central office of Department of Administrative Services, plans, directs & administers entire real estate program, establishes policies & procedures on development, operation & planning regarding maintenance & operations of hydraulic reaches of canals, construction & remodeling of state owned & leased space, sale & leasing of state owned lands & minerals, appraisal negotiations, condemnation & purchase of lands & buildings for various state agencies & universities & supervises real estate & clerical support staff,

OR

In Bureau of Workers' Compensation, plans, directs & administers entire agency real estate program, establishes policies & procedures on development, operation & planning regarding maintenance, operations, construction & remodeling of BWC owned & leased space, coordinates appraisal negotiations, leasing of lands & buildings & supervises real estate staff,

OR

In Department of Job & Family Services, administers, directs & manages division of business management & administration that includes property management (i.e., purchase, sale, leasing & maintenance of facilities) procurement of equipment, supplies & services, health/safety & security programs, office services (i.e., mail processes & services, printing operations, fleet & photo-duplication services) telecommunication network & records management & supervises management staff & related support personnel, determines goals & objectives for division & establishes policies & procedures for division responsibilities.

Assists with planning, organizing & directing activities of regional field offices &/or real estate bureaus &/or handles specific problems involving regions, districts & central office bureaus to expedite programs; administers & monitors all bureau or regional office functions; plans, organizes & directs work programs & staff in all real estate matters; plans & develops strategic plans for effective utilization of division's resources to facilitate implementation of agency goals & objectives, monitors assigned areas of responsibility for appropriate performance standards, ensures compliance with all state, federal & internal rules & regulations (i.e., in Department of Job & Family Services).

Serves as liaison within agency in matters concerning right-of-way programs; maintains liaison with & coordination among regional activities & program; maintains liaison with officials of other state or local government agencies; represents agency in entering into agreements with other state agencies & local government groups; liaisons with other state agencies to coordinate review, approval & delivery of goods & services (e.g., supplies, equipment, maintenance, construction) (i.e., in Department of Job & Family Services).

Prepares correspondence relating to right-of-way problems & activities; problem analysis; directs collection of information concerning budgetary needs & projections; prepares annual budget request; drafts policy letters, prepares & monitors division budget, prepares reports, surveys, long range plans, hiring projections & cost saving initiatives (i.e., in Department of Job & Family Services).

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration; real estate or property management, agency policy & procedure, Ohio Revised Code, local ordinances/statutes & other applicable local state & federal requirements relative to acquisition & management of real estate*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare contracts & other legal documents; gather, collate & classify information about data, people & things; develop good rapport with high level government officials & other supervisory personnel.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of core program for graduate degree in business administration; 4 yrs. trg. or 4 yrs. exp. in real estate or property management.

-Or completion of core program for undergraduate degree in business administration; 5 yrs. trg. or 5 yrs. exp. in real estate or property management.

-Or 7 yrs. trg. or 7 yrs. exp. in real estate or property management.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Travel may be required; overnight travel may be required; may be required to work flexible hours based on scheduled appointments.