



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 September 6, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, September 19, 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 V

Acquisition & Condemnation Unit Manager
Bureau of Land Acquisition
Office of Program Development
Springfield

Attachments
42138

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, September 19, 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.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Realty Specialist V	Salary:	\$6,020 - \$8,115*
Position Title:	Acquisition and Condemnation Unit Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW945-23-65-503-20-01	IPR#:	42138

Office/Central Bureau/District/Work Address:

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

Description Of Duties:

This position is accountable for overseeing acquisition activities including title clearance and the review/processing of condemnation complaints. S/He provides policy review, comments on legislation; and provides training, assistance to staff, consultants and local public agencies.

Special Qualifications:

Required:

- Valid driver's license.
- Occasional statewide travel.

Desired:

- Four years of college including major course work in engineering, real estate law, business/public administration or related fields
- Four years of professional experience in acquisition and condemnation activities
- Extensive knowledge of state and federal laws concerning land acquisition and related activities
- Extensive knowledge of departmental land acquisition policies and procedures
- Ability to communicate clearly and effectively; exercise sound judgment; and read and interpret appraisals and other reports, maps, plans, plats, legal descriptions and title abstracts

Shift/Remarks:

8:00 a.m. – 4:30 p.m. / 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:	May 19, 2017	POSITION:	Acquisition & Condemnation Unit Manager
APPROVED BY:	Laura Mlacnik	OFFICE/DIVISION:	Office of Program Development Bureau of Land Acquisition
CODE:	PW945-23-65-503-20-01	REPORTS TO:	Acquisition Management Section Chief

Position Purpose

This position is accountable for overseeing acquisition activities including title clearance and the review/processing of condemnation complaints. S/He provides policy review, comments on legislation, and provides training, assistance and consultation to staff, consultants and local public agencies.

Dimensions

Annual Land Acquisitions:	2500 Parcels, \$40 M
Title Reviews:	1400 Annually
Condemnations Processed:	500 Annually
Condemnation Complaints:	1500 Annually

Nature and Scope

This position reports to the Acquisition Management Section Chief as does the Relocation & Property Management Unit Manager, and the Appraisal Unit Chief. Reporting to this position is the Acquisition Coordinator and two Assistant Acquisition Coordinators.

This position operates in an environment that requires both technical and managerial skills to meet deadlines, protect the rights of those whose property is affected, and meet all state and federal obligations. The incumbent is responsible for the timely and orderly clearance of title for all acquisitions, for processing condemnation requests and complaints; for assisting the districts in resolving complex and difficult acquisition cases, and for assisting in the review of policies and procedures. The incumbent is also responsible for the input of pertinent title approval and condemnation information into the Land Acquisition System (LAS).

Typical problems facing the incumbent are identifying ownership and parties of interest in an unusual or complex transaction to ensure that all required signatures on an instrument of conveyance are secured in negotiated settlements, or that all individuals or entities are properly named in condemnation proceedings. The greatest challenge of this position is to assist in accomplishing the land acquisition program by helping resolve title and eminent domain difficulties and by expediting condemnation requests and complaints in order to meet critical letting schedules.

The incumbent is personally responsible for directing the Districts in the process needed to remove clouds on title, and to determine how defective titles may be cured. The incumbent reviews and processes all district condemnation requests, obtains the necessary signatures from the Secretary and Governor's Offices on the complaints to be filed in court, and acts as liaison with the Office of Chief Council and the Attorney General's office in all condemnation matters. S/He assists the districts in resolving unusual and complex negotiation problems; assists in the review of policies and procedures, as well as the preparation of forms of conveyance and other legal instruments relating to conveyances of land titles and property rights to the State. The incumbent comments on proposed legislation. S/He works closely with the districts on railroad acquisitions to accomplish timely conveyances and avoid litigations. S/He also coordinates the

use of a standard conveyance document template with railroads and utilities. The incumbent supervises and evaluates the performance of subordinate staff. S/He coordinates the Department's filing of 1099-S forms with the IRS. This involves, among other things, responding to landowners' concerns as to the Department's obligation to report the acquisition of land to the IRS, and includes replying to the Federal government on any errors or omissions in the Department's filing requirements.

To accomplish responsibilities, the incumbent supervises the work of the following subordinate personnel:

Acquisition Coordinator and two Assistant Acquisition Coordinators who assist in the implementation of the acquisition functions, review and recommend approval of title to land by the Office of Chief Counsel and the Attorney General, review and process districts' requests for assignments of special assistant attorney generals to handle condemnation matters.

The incumbent exercises some latitude in accomplishing accountabilities. This position requires consultation with the Office of Chief Counsel or the Office of the Attorney General on complicated or controversial title and condemnation problems that require legal opinions, which are not clearly within the principal rules and regulations contained in the *Land Acquisition Manual*.

The incumbent's internal contacts are with district personnel to discuss title defects and condemnation requests and complaints. The incumbent also has occasional contact with the Bureaus of Local Roads and Streets and Design & Environment and the Office of Legislative Affairs. External contacts include the Attorney General's Office for title clearance, legal opinions and Special Assistant Attorneys General assignments to handle condemnation matters for the department; realty officers of the Federal Highway Administration regarding acquisition and condemnation matters and with landowners/attorneys and the IRS to coordinate the filing of 1099-S forms. Some travel to the district offices is required.

The incumbent's effectiveness is measured by the accurate, reliable and prompt review and approval of titles, by the timely processing of condemnation requests and complaints, and by the incumbent's contribution to a successful land acquisition program.

Principal Accountabilities

1. Reviews title reports and conveyance documents to ensure that all owners and parties of interest are identified, that title objections are satisfied, that all necessary signatures have been obtained and that clear title will pass to the people of the State of Illinois.
2. Conducts compliance reviews in his/her areas of responsibility to ensure compliance with Departmental policy and procedures.
3. Reviews condemnation data request packets submitted by the districts regarding request for assignment of a special assistant attorney general. Coordinates the submittal and processing of condemnation-related matters with the Office of Chief Council and the Office of the Attorney General.
4. Assists the districts, local public agencies and consultants in resolving unusual and complex negotiations, and acquisition and property management problems to ensure that right-of-way can be cleared in accordance with scheduled project lettings.
5. Assists in the review of policies and procedures, the preparation of forms of conveyance, and other instruments relating to land acquisition to ensure uniform operations in all districts, and comments on proposed legislation.

6. Coordinates the Department's requirement to file 1099-S forms with the IRS.
7. Reviews and recommends approval of agreements for acquisition of land for relocation of railway tracks or public utility facilities, or to replace property of another public agency to ensure that elements of agreements concerning land acquisition are clearly identified.
8. Motivates, evaluates, and develops subordinates to maintain highest level of employee morale and work performance.
9. Travels to the district offices and local public agencies.
10. Performs duties in compliance with Departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees