

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

REAL ESTATE PROGRAM ASSOCIATE  
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions that provide paraprofessional program support in a real estate program. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses positions that provide a wide range of direct paraprofessional support services to professional Real Estate Specialist and management positions in real estate programs such as the Department of Transportation's Division of Infrastructure Development or Division of Transportation Districts involved with acquiring and managing real estate for transportation improvement programs. Program activities include acquisition, appraisal, relocation assistance, property management, litigation, financial management, contracting, and other related real estate functions.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not provide paraprofessional support to a defined state real estate program.
2. Positions that meet the statutory definition(s) of supervisor, confidential and/or management as defined in s. 111.81 (19), (7), and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

3. Positions that perform professional duties as defined in s. 111.81(15), Wis. Stats., for the majority of time (more than 50%) that include the full scope and accountability of a complex program area.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Employees enter positions within this classification series by competition. Progression to the Advanced level may occur through reclassification after the attainment of the specified training, education, and experience so that the majority of the time (more than 50%) is spent on the complex duties identified at the Advanced level. Note: Competition is required for the first time permanent assignment of Leadworker duties.

E. Terminology Used in This Classification Specification

Close Supervision: Implies that the work is performed according to detailed instructions and that supervision is available on short notice.

Considerable Difficulty: Refers to duties which require independent judgment; many factors must be considered and weighed before a decision can be reached. Usually positions requiring the planning, development, or coordination of activities or programs or part thereof and the direction or coordination of employees fall into this category.

Considerable Knowledge: Implies enough knowledge of the subject to enable the employee to work effectively in normal work situations of the class and with little direct supervision.

Coordinator: An employee who is assigned duties which include planning, organizing, scheduling, tracking, evaluating and directing the flow of work and completion of projects as well as handling complex assignments within the area of coordination. Coordinators do not have supervisory authority as defined under Wis. Stats. 111.81(19).

Eminent Domain: The acquisition of private property by public agencies under authority of Wis. Stats. Chapter 32, which is unique and separate from private market based real estate activity.

Functional Areas: Appraisal, Acquisition/Negotiation, Relocation Assistance, Local Public Agency Acquisition Oversight, Litigation, Project Development, Project Management, Property Management, Primary Mortgage Loan Program, and Site Reclamation.

General Supervision: Implies that the work is performed independently. The incumbent seldom refers matters to supervisor except for clarification of policy.

Knowledge: Implies sufficient knowledge of the subject to enable the employee to work effectively in a limited range of work situations.

Leadworker: An employee whose permanently assigned duties include training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees in the employee's work unit as assigned and documented on the work unit's organization chart. Leadworkers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats.

Usually, leadworkers will be required to lead the work of two or more employees in order to be credited with leadworker duties. Leadworkers cannot "share" the responsibility of leading the work of employees. For example, if two leadworkers lead the work of one employee each and together jointly lead the work of one more employee, neither position will meet the definition of leadworker. In certain circumstances, leading the work of one other employee can justify leadworker status, if the employees are located in a geographically remote office or are in the field. The classification specification for that class will define the number of employees a position must lead in order to meet the definition of leadworker.

Note: Agencies use a variety of other terms to describe non-supervisory leadership positions such as project manager, project leader, team leader, project team leader, and project coordinator. These terms are not synonymous with leadworker and additional analysis is required to determine if individuals in these roles function as a leadworker. Also, the classification significance of these roles cannot be determined in the abstract and must be evaluated based on the specific class factors and definitions contained in the relevant class specification.

**Limited Supervision:** Implies that the incumbent proceeds on his or her own initiative while complying with policies, practices and procedures prescribed by the supervisor. The supervisor generally answers questions only on the more important phases of the work.

**Paraprofessional:** Work that is similar to professional work but does not have the breadth and depth of true professional work. A paraprofessional employee may perform duties that are a narrow, specialized subset of the professional employee's duties. A paraprofessional employee does not perform the full range of duties assigned to professional employees, or performs duties of lesser scope, impact, and complexity than duties assigned to professional employees. Paraprofessional duties tend to support the work of professional employees. A paraprofessional employee may carry out or implement plans or projects that are developed, planned, and managed by professional employees. The paraprofessional employee carries out or implements plans or projects based on extensive experience and supplemental on-the-job training rather than on formal academic education in the discipline itself. Paraprofessional work is performed in a narrow or highly specialized area of the overall occupation and requires a high degree of practical knowledge and skill. The experienced paraprofessional employee often works with considerable independence for significant periods of time. This independence, however, does not alter the nature and character of the work, which is to support a professional discipline.

**Professional:** Wisconsin statute s. 111.81(15) states, "Professional employee means: (a) Any employee in the classified service who is engaged in work: 1. predominantly intellectual and varied in character as opposed to routine mental, manual, mechanical or physical work; 2. Involving the consistent exercise of discretion and judgment in its performance; 3. Of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; 4. Requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher learning or a hospital, as distinguished from a general academic education or from an apprenticeship or from training in the performance of routine mental, manual or physical processes; or (b) Any employee in the classified service who: 1. Has completed the courses of specialized intellectual instruction and study described in par. (a)(4); and 2. Is performing related work under the supervision of a professional person to qualify to become a professional employee as defined in par. (a)."

Professional work cannot be standardized or routinized and requires independent judgment and discretion. Professional work involves many gray areas that require substantial analysis and judgment to reach the appropriate conclusion. Work classified as professional requires education

and training in the principles, concepts, and theories of the occupational area. These are often gained through the completion of a four-year degree in a specified curriculum at a college or university. In a limited number of circumstances, such knowledge may be gained through on-the-job experience.

Professional work requires creativity, analysis, evaluation, and interpretation. It involves applying or interpreting natural law, principles, or theory; evaluating the research of others; and assessing the need for and validity of proposed changes and improvements in procedures and methods. Professional responsibility involves the ability to reason from existing knowledge to unexplored areas; to adapt methods to circumstances that deviate from the standards; and to stay abreast of and evaluate technical subjects, analyses, and proposals.

Professional work requires a high order of analytical ability combined with a comprehensive knowledge of (1) the functions, processes, theories, and principles of the occupational area; and (2) the methods used to gather, analyze, and evaluate information.

Routine: Work of repetitive nature, a customary procedure without deviation from the established norm. This does not necessarily denote simple work.

Semi-routine: Work that is a mixture of complex and repetitive duties where the majority of the time is spent on repetitive duties.

## II. DEFINITIONS

### **REAL ESTATE PROGRAM ASSOCIATE**

This is paraprofessional work related to the provision of technical administrative program support assistance to real estate management, professional real estate staff and other professional positions. Entry level positions in this classification require the incumbent to possess a familiarity with the elementary principles and terminology of state real estate practices and/or terminology used in design and construction of highway projects. Working under close or limited progressing to general supervision, the incumbent develops knowledge of established real estate functional area procedures, including eminent domain, acquisition, relocation, negotiation, appraisal and contract processes. Incumbents learn to independently perform routine to semi-routine program services related to any of the allocations listed at the Advanced level. In addition, positions provide assistance to professional real estate staff in acquisition and relocation functions. As the incumbent progresses in level of independence with regard to the non-routine and complex administrative and technical program assistance, information is gathered and compiled or developed along with a recommendation of action to be taken by another party.

### **REAL ESTATE PROGRAM ASSOCIATE - ADVANCED**

After gaining the necessary experience, training and knowledge in these duties, employees work under general supervision to provide complex administrative and technical program assistance for a majority of time to real estate management, professional real estate staff and other professionals while exercising discretion and judgment. This includes relieving program supervisors and specialists of their program duties as needed and having defined responsibility for segments of programs. Positions allocated to this classification require considerable knowledge of the eminent domain process, real estate terminology, real estate law, financial data systems, complex state and federal policy and procedures and/or terminology used in the design and construction of highway projects. Positions, for a majority of the time, perform work of considerable difficulty independently coordinating real estate program functional activities such as the preparation of legal documents, correspondence, and files to create and establish transaction records or

relocation orders for transportation improvement projects. Positions conduct research in identifying affected utilities on planned highway projects; prepare and process legal forms related to the appraisal and acquisition, sale or leasing of land; preparing bids and invoices for contractor services and/or payment vouchers for property acquisition and related costs. Positions coordinate, monitor, report and reconcile real estate contract encumbrances; respond to non-routine and/or sensitive inquiries from the public, public agencies and municipalities by interpreting real estate procedures and policies; coordinate support activities in the local public agency or litigation function or other comparable duties in other functional areas. Positions may serve in a leadworker capacity.

Allocations are:

- (1) Positions provide paraprofessional support to professional real estate staff in acquisition, relocation assistance and/or property management functions. Positions spend a majority of the time in the real estate program either coordinating specialized contracting of program services and related accounts receivable/payable processes, coordinating relocation order preparation and processing, coordinating financial encumbrances, or coordinating real estate records and management activities. Positions research and resolve financial discrepancies and independently respond to questions and inquiries from internal and external sources concerning real estate activities; OR
- (2) Positions coordinate complex sub-functions within the sales or leasing programs, assist professional real estate staff in administration of the Local Public Agency Program and/or the mitigation of litigation cases; OR
- (3) Positions liaise with Information Technology in implementing and maintaining the automated databases and related specialized and general PC applications for the real estate program (all functional areas); as an expert provide training, guidance, and monitoring to professional, paraprofessional and technical staff; AND may do one or more of the following:
  - (a) provide advanced computer support services (hardware and software analysis, inventory and procurement) to professional real estate staff for specialized real estate software such as READS;
  - (b) provide primary paraprofessional program assistance to real estate management in coordinating all supporting project development and administration functions in a leadworker capacity;
  - (c) coordinate project closings for financial and archival purposes utilizing all state and federal expenditure accounting mechanisms;
  - (d) coordinate the inter-relationship of tasks in project administration functions within the let and non-let programs ensuring adequate delivery and accountability; OR
- (4) Positions research and compile information for and perform portions of the appraisal process; coordinate the record keeping for all real estate transactions in an assigned area or region; assist in the development of complex documents and records for easements, rentals, agreements, and sales; assist property managers in completing site reclamation to ensure compliance with laws and regulations; and develop and maintain the real estate data management system for the area or region.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective July 24, 2005, and announced in Bulletin OSER-0071-MRS-SC, as a result of Phase II of the Administrative Support Unit Survey. The positions were formerly classified in the Program Assistant series.

JF/PLW  
23500