

CIVIL SERVICE COMMISSION
Meeting Agenda
March 21, 2018
Room 412, South Dakota Capitol, Pierre

Begins at 8:30 a.m. CST, March 21, 2018

1. Roll call of board members
2. Approval of agenda
3. Approval of minutes
4. Classification & compensation items
5. Grievance hearing: Carter vs. Board of Regents
6. Adjourn

updated: March 16, 2018

Persons interested in joining the meeting may do so by appearing in person at the South Dakota Capitol, 500 East Capitol Avenue, Pierre, SD, or listen online at www.sd.net/room412.

If you need assistance, please contact Heather Perry at 605.773.4479 or heather.perry@state.sd.us.

Civil Service Commission Minutes

December 13, 2017

Conference call

Members participating:

Barbara Christianson
Bob Grandpre
Judy Greff
Greg Ingemunson
Dawn Morris
Shannon Williams

These are draft minutes until reviewed and approved by the Civil Service Commission on March 20, 2018.

Others participants:

Heather Perry, BHR director of policy and special projects
Ellen Zeller, BHR director of classification and compensation

Commissioner Christianson called the meeting to order at 9:01 a.m. CT.

1. Approval of agenda

The election of a vice chair was added to the agenda. Commissioner Morris moved to approve the agenda as amended. Commissioner Ingemunson seconded the motion. Commissioners Christianson, Grandpre, Greff, Ingemunson, Morris, and Williams voted in favor of approving the agenda as amended.

2. Approval of minutes

Commissioner Christianson said the start time listed in the October 23, 2017, meeting minutes should be 8:58 a.m., not 9:58 a.m. Commissioner Ingemunson moved that the minutes of the October 23, 2017, meeting be approved as amended. Commissioner Williams seconded the motion. Commissioners Christianson, Grandpre, Greff, Ingemunson, Morris, and Williams voted in favor of approving the minutes as amended.

3. Vice chair

Commissioner Christianson asked for nominations for a vice chair. Commissioner Ingemunson nominated Commissioner Morris for the position, and she accepted. Commissioner Greff moved that Commissioner Morris be elected vice chair, and the motion was seconded by Commissioner Ingemunson. Commissioners Christianson, Grandpre, Greff, Ingemunson, and Williams voted in favor of Commissioner Morris serving as vice chair. Commissioner Morris abstained from the vote.

4. Administrative rules

Zeller reported to the committee that the administrative rules reviewed during October's public hearing were presented to the Rules Review committee in November. The changes were passed and became effective on December 12, 2017.

5. Pay grade changes:

Zeller presented information about pay grades for approval:

a. Right of Way Specialist, pay grade change from GH to GI

b. Wildland Fire Equipment Technician, new, pay grade GH

Commissioner Grandpre moved to approve the pay grades. Commissioner Morris seconded the motion. Commissioners Christianson, Grandpre, Greff, Ingemunson, Morris, and Williams voted in favor of approving the pay grades.

6. Commission updates

Perry reported the appointment of a new commissioner to replace Dan Mosteller, who had resigned in October 2017, was being finalized. She said she believed a new member with law enforcement experience would be appointed in advance of the next commission meetings scheduled for March 20, 21, and 22, 2018.

7. Adjourning meeting

Commissioner Ingemunson moved to approve the new classification. Commissioner Greff seconded the motion. Commissioners Christianson, Grandpre, Greff, Ingemunson, Morris, and Williams voted in favor of adjourning the meeting.

Commissioner Morris adjourned the meeting at 9:17 a.m.

**CLASSIFICATION & COMPENSATION
AGENDA Effective Date: 3/21/2018**

CLASS CODE	CLASS TITLE	NEW	PAY GRADE FROM TO	DELETED	RETITLED	REVISED	COMMENTS
011564	Right of Way Review Appraiser		GK				

Approved
Laurie Gill
Commissioner

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Right of Way Review Appraiser

Class Code: 011564
Pay Grade: GK

A. Purpose:

Conducts desk and field reviews of transportation-related real estate appraisal reports and determines fair market value for properties being acquired for right of way purposes on transportation projects throughout the state.

B. Distinguishing Feature:

The Right of Way Review Appraiser conducts reviews of real estate appraisals to ensure appraisals conform to standard practices and are in compliance with state and federal requirements.

Senior Right of Way Specialists performs right of way acquisition tasks; valuation/appraisals, basic and complex appraisal reviews, acquisition/negotiation of property interests, or basic and complex relocation determination on all manner and variety of projects.

Right of Way Supervisors direct right of way activities such as appraisal, acquisition, and relocation; and supervise.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Performs reviews and approves appraisals while researching statutes, rules and regulations, and other legal documents and seeks necessary corrections prior to acceptance.
 - a. Reviews all staff and fee appraisers' reports ensuring sound logic and applicable appraisal techniques conform to standard practices.
 - b. Ensures all state and federal eminent domain and condemnation appraisal requirements are met.
 - c. Analyzes complex appraisal issues and determines compliance to state and federal requirements.
 - d. Prepares necessary supporting documentation regarding the appraisal review.
 - e. Advises and consults with acquisition agents on the legitimacy of landowner requests and appraisals which indicate larger payments than originally authorized.
 - f. Writes narrative review reports explaining why landowners' appraisals, opinions and requests are not acceptable and do not justify an increase in the authorized amount.
2. Determines fair market value for properties being acquired for statewide transportation projects.
 - a. Coordinates with design staff engineers in order to understand the extent and need for property on right-of-way projects.
 - b. Reviews analysis and recommendations of assigned appraisers, including fee appraisers, and provides required sign off approval.
 - c. Provides information to agency staff and the public regarding appraisals and ensures conformity to project schedule and to standards and procedures and assigns fair market values to property including request for access openings.
 - d. Conducts and reviews market research relating to comparable sales, local market, current property taxes, and other economic factors.

3. Provides technical guidance and expertise to staff appraisers and consultant appraisers.
 - a. Develops a scope of work.
 - b. Innovates and streamlines processes.
 - c. Assists in the training of new appraisers including the training of acquisition agents cross-training into appraisal and submitting appraisal waivers.
 - d. Interprets and communicates right-of-way policies and procedures.
 - e. Provides input to the program manager with developing policies and procedures.
4. Performs independent appraisals and completes cost estimates for future projects as needed.
 - a. Adheres to plans guidelines and/or standard practices.
 - b. Identifies and evaluates advance acquisition opportunities.
 - c. Advises management team on valuation issues.
 - d. Coordinates with other offices to address and resolve issues.
5. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Right of Way Program Manager or Right of Way Supervisor. Does not supervise.

E. Challenges and Problems:

Challenges include understanding real estate principles and procedures, including title reports and legal descriptions and interpreting appraisals and real property value estimates. Further challenged to provide expertise regarding subject matter related to farm loans and land management.

Problems include establishing and maintaining effective relationships and communication with diverse populations, including management, property owners, technical staff, and other public agencies.

F. Decision-making Authority:

Develops criteria to measure significance of issues and negotiates resolutions of problems/issues, and reviews and checks field notes land and property corner search, staking lines, grades, drainages, fences, and guard rail right of way prior to construction. Authorizes payments above that supported original appraisal when new data or errors are discovered based on sound appraisal theory and techniques and meet department, state and federal guidelines.

Decisions referred include responses to public records requests and related inquiries, procuring consultant services, and coordinating the activities of valuation services consultants.

G. Contact with Others:

Daily contact with property owners to discuss appraisal guidelines to acquire rights of way and easements, department attorneys to clarify appraisal procedures, and lending institutions to obtain releases on property; and occasional contact with the public to explain appraisal methods, and other government personnel to exchange information.

H. Working Conditions:

Extensive travel is required statewide.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- real estate activities such as acquisition, sales, leasing, appraisal, title examination, and others;
- principles and practices of economics, finance, and business;
- legal documents, contracts, contracts for deeds, title reports, and sale and lease documents relating to real estate activities;
- property appraisal and right of way acquisition processes and related statutes, guidelines, and procedures;
- state and federal regulations and requirements pertaining to property acquisition and relocations on local, state, or federally assisted projects;
- building codes and state and federal statutes and regulations pertaining to minimum standards of construction.

Ability to:

- seek out and analyze sufficient data to estimate true market value of affected property based on location and other factors peripheral to the location;
- interpret plans and plats, recognize the relationship to the project site, and recommend changes to the plans or issues for additional review;
- establish and maintain effective working relationships with property owners, design and construction engineers, local government officials, real estate agencies, lending agencies, and the public;
- communicate information and proposals to property owners in a professional, respectful, courteous, and cooperative manner;
- develop and prepare comprehensive and systematic plans for orderly relocation of affected parties;
- interpret and apply guidelines as tasks vary; and use established policies and practices to develop strategies and solve problems;
- prepare and present accurate and reliable reports containing findings and recommendations;
- operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines;
- communicate effectively.

J. Licenses and Certification:

State-Certified General Appraiser certification is required.