**Workforce Role Description**

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

### Job title: Analyst, Real Estate  
### Job code: 20584  
### Grade level: 90  
### Approval date: 05-09-2011

#### General Workforce Requirements

General requirements for the Church workforce:

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

*Note:* The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

#### Purposes

Briefly describe why this job exists, who the customers are, and what the customers expect.

The job exists to support the Real Estate Project Manager in all aspects related to his duties including the evaluation and analysis of real estate appropriation requests and project records management (domestically and internationally). Activities include: Review and analysis of acquisition needs (new facilities, sites, additions, natural resources), property management matters (leases, property use agreements), disposition of real property (surplus, donated and excess property), review and analysis of information received from ecclesiastical leaders, Church Departments and others to help prepare, analyze, recommend and execute the acquisition and disposition of real property.

The Real Estate (Project) Manager, Church Departments (as customers) and Presiding Bishopric expect accurate and timely information (reports, analysis, financial data) as well as timely and knowledgeable advice on requested information.

#### Responsibilities

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

- **20%** Formulate, assemble and analyze data from ecclesiastical leaders, Directors of Temporal Affairs and Real Estate Services Division using parameters established by policy and make recommendations to the Real Estate Review Committee.
- **20%** Prepare reports on the analysis of proposed acquisitions and dispositions identifying property parameters, financial data, appraisal evaluations, etc.
- **20%** Review and analyze project requests for content, completeness and errors, making necessary corrections.
- **10%** Formulate and prepare real estate recommendations related to acquisition or disposition data as requested by ecclesiastical leaders, managers, directors, and others in spreadsheet, graphic and narrative forms as appropriate.
- **10%** Assist Real Estate Manager in communicating real estate decisions and recommendations to ecclesiastical leaders and others to obtain their support, concurrence and cooperation.
- **10%** Prepare maps and other related data using computer assisted information for managers, directors, divisions, departments and others.
- **5%** Organize and manage information from various databases obtained from divisions, departments and others.
- **5%** Assure the quality, accuracy, and the professionalism of reports and presentations.

#### Qualifications

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

B.S. or B.A. Degree in finance, real estate, project or business management, marketing, or accounting. Two (2) to six (6) years experience in facilities management, capital needs analysis, business, marketing, finance. A broad experience in various business management or combination equivalents with an emphasis on data analysis and real estate cost analysis is desirable. Additional experience could be substituted for education.