

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE ASSOCIATE RIGHT OF WAY AGENT	OFFICE/BRANCH/SECTION LOS ANGELES OFFICE	
WORKING TITLE ASSOCIATE RIGHT OF WAY AGENT - 710 Sales Program	POSITION NUMBER 907-400-4965	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direct supervision of the Senior Right of Way Agent, the Associate Right of Way has extensive contact representing the Department in dealings with tenants of the 710 corridor, the public, and representatives from public and private agencies, while adhering to the Roberti Act provisions for the 710 Affordable Sales Program (ASP). May lead and direct the work of Right of Way Agents, must be capable of prioritizing workload, and determining his /her own schedule. The incumbent will also act as contract manager for appropriate contracts for this sales effort.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Responsible for the disposal of surplus property under the Roberti Act guidelines, through public auction and sale to local agencies. Coordinate meetings and work with other divisions in the District Office, obtain clearances, and directors deeds and maps prior to the sale of the property. Works with Headquarters Right of Way and Accounting and potential buyers of the Route 710 surplus property. The agent will be working closely with the State's contractor to supply information and reports as needed to complete various real estate services for the ASP process.
30%	E	Work closely with the State's contractor who will be handling the preliminary efforts to qualify existing tenants or former tenants as required. Will coordinate requests, and reviews fair market value appraisals, clearances, and directors deeds submitted by other Divisions in the District, to include other documents that are necessary in order to convey the excess property. Conduct inspections to assess lender required repairs and coordinate the completion of maintenance requests.
10%	E	Work closely with buyer's lender and the State's contractor, prepares purchase agreements and the resume package for review and approval by the California Transportation Commission (CTC). Coordinates and works with the buyers of excess property to complete the sales transaction once the sale is approved by the CTC.
10%	E	Coordinates with the Relocation Assistance Program as needed to relocate any tenants that either do not qualify for the sale of the property, or do not wish to participate in the sales program. Review, update and maintain the excess land management system.
10%	M	Respond to inquiries from the public related to the 710 Affordable Sales Program. Contacts Property Management, when necessary, regarding the maintenance and sale of these properties.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None; may be lead and direct the work of Right of Way Agents, Range A and B in the 710 Affordable Sales Program (ASP) efforts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be able to work with minimum supervision and have thorough knowledge of the Right of Way Policies and

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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Procedures regarding the sale of surplus or excess land under the Roberti Act of provisions for the 710 ASP. Must have some general knowledge of the Right of Way Appraisal, Acquisition and Property Management functions.

Wide knowledge of property values, sales process, real property law and some knowledge of escrow procedures and real estate finance terminology.

General knowledge of policies, procedures, and functions of the California Transportation Commission, and the Department of Transportation.

Must be skilled in communications, both written and oral. Must be able to read design plans and right of way maps in order to check the accuracy of deeds and other descriptive documents. Must be able to review and analyze specific sales documents such as purchase agreements, preliminary title reports, and other documents that affect the title of property. Must be able to coordinate and chair meetings with other divisions, local agencies, developers, and members of the general public when necessary regarding the sale of excess property.

Ability to perform technical and complex excess land sales transactions with a minimum amount of supervision and to supervise in a lead person capacity: if directed to do so.

The Associate Right of Way agent is required to work independently with minimal guidance from his/her supervisor. The Associate Right of Way agent, under direction of the supervisor, is responsible for advising management on issues that are sensitive in nature. Failure to provide proper advice to management could result in inappropriate action(s) being taken against an employee, financial liability and/or discredit to the department. The Associate Right of Way agent must research existing policies and rules prior to making any recommendation(s) on how to handle any specific issue.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employees' confidential information may damage the Division of Right of Way's reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires a high level of technical ability to analyze the Right of Way implications on projects as well as to formulate function scheduling, to evaluate progress, and to promulgate concepts. Failure to resolve project delivery issues on schedule adversely impacts the utilization of funds, delay projects, increase right of way costs, permit low quality work on management of public monies, and could jeopardize the securing of state and federal funds. Responsible for advising management on issues that are sensitive in nature. Failure to provide proper advice to management could result in inappropriate action(s) being taken against an employee, financial liability and/or discredit to the department.

PUBLIC AND INTERNAL CONTACTS

The position requires daily contact with other Divisions within the District Office, with Headquarters Right of Way, the accounting staff, and the general public. These contacts will be personal, verbal or written, as needed, to perform assignments. Frequent follow-up is needed to assure program requirements are met at all levels.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for long periods of time using a keyboard and video display terminal. The employee will need to access files requiring bending stooping and reaching. Employee must possess the ability to wheel and lift up to 30 lbs. (files, legal briefcase, boxes, laptops, projectors and cumbersome plans).

The employee must have the ability and energy to sustain the mental activity needed for report writing, contract preparation, auditing, problem solving, analysis and reasoning. Must possess the ability to focus on a single task, as well as multiple tasks when necessary. Driving to meetings, courts, vendor offices, or other legal offices for more than two hours at a time may be required.

WORK ENVIRONMENT

While at the base of operations, employee will work in a climate-controlled office under artificial lighting. They will use a

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keyboard and video monitor for short periods of time as well as a telephone. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE