

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
ASSOCIATE RIGHT OF WAY AGENT	DISTRICT 8 R/W-APPRAISALS	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
ASSOCIATE RIGHT OF WAY AGENT – Appraisals	908-400-4965-	

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 direction of a Senior Right of Way (R/W) Agent, the Associate Right of Way Agent is responsible for complex and technically detailed appraisal duties for properties to be acquired for State transportation projects, excess and airspace parcels and rental evaluations. Maintains both manual records and electronic databases, keeping them current and complete while receiving minimal supervision in performing various R/W appraisal functions.

More specifically, the duties of the position are as follows:

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Responsibilities include but not limited to the Appraisal field review process for property being acquired for State Transportation projects. Inspects the property, measures and prepares description, and plot plans of improvements. Reviewing the maps of projects involving Right of Way Acquisitions and determining potential appraisal problems. Determines what type of appraisal will be needed. Read/review all documents needed for Acquisition such as title reports and evaluate the effect of easements and other encumbrances. Discuss with Senior Right of Way Agent any appropriate corrective action, if needed, during the appraisal review. Other duties include: ordering title reports, maps, comparable sale searches, contacting property owners to commence appraisal activities. Interviews local building and zoning authorities, brokers, salesperson and other knowledgeable persons for various related information.
25%	E	Responsibilities include but not limited to providing current and timely appraisal information to management. Appraisal activities needed for various project such as: <ol style="list-style-type: none"> 1. Airspace lease development program 2. Excess land disposal 3. Local agency appraisal pursuant to contract 4. Cooperative agreements in conformance with State and Federal law/statutes/standards 5. Goodwill evaluations 6. Rental rate determinations 7. Building cost estimates
25%	E	Prepares written appraisal reports and valuation studies for subject property in conformance with accepted state and federal standards. Analyzes and interprets rates, land improvement ratios, gross income multipliers, land values, comparable sales analysis, matrix grids, documentation of economic rents, actual versus market lease rates, capitalization rates, income and expense statements, city population, city demographics, area and regional influences, zoning, highest and best use analysis, land analysis, commercial and industrial buildings units of comparison, and other related factors.
15%	M	Represents the Department at various organizations/general public forums for example: <ol style="list-style-type: none"> 1. Makes presentations to the general public at public hearings. 2. Attends Project Development Team Meetings. 3. Contacts property owners to explain a project's effect on ownership.

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4. Meets private property owners at site for inspection.
5. Explains project requirements and effect on value to private owners.
6. Gives a brief overview of Relocation Benefits to private owners.
7. Explains the Right of Way process to the general public.
8. Answers questions regarding the Eminent Domain process.
9. Attends meetings with the local agencies involved in the project.
10. Represents Right of Way at various other meetings, as necessary.

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; however, may be lead and direct the work of Right of Way Agents, Range A and B.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Thorough knowledge of State and Departmental policies and procedures; State and Federal laws, rules and regulations pertaining to acquiring property for public use. Principles of appraising, acquisition, relocation assistance, condemnation, title & escrow, hazardous waste management, expert witness acquisitions, contract management oversight, disposal of public property; real property law; and the State Contract Act.

General knowledge of analytical methods and information sources to perform tasks such as appraisal report formulation and preparation; basic arithmetic; basic algebra; basic geometry; common methods of describing real property; Right of Way Engineering principles; transportation facilities construction and maintenance as related to rights of way. Knowledge of land development and investment practices; Federal Highway Administration policies and procedures that pertain to right of way activities; laws, policies and procedures involving the concepts of transportation facilities and their impact on the community and the environment; policies, procedures and functions of Caltrans Division of Right of Way, Department of Transportation, California Transportation Commission and the Uniform Relocation Assistance Act.

The ability to speak and write English clearly and effectively; read and understand English including engineering terminology and the quasi-legal terminology: in statutes relating to the California Department of Transportation and in the laws, policies, rules and regulations relating to the airspace process.

A high degree of analytical ability is required – various alternatives must be considered when preparing and appraisal to determine if the conclusion related appropriately to the market. Keen analytical and problem-solving aptitude, along with ability to exercise good professional judgment is essential.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decisions can adversely affect increase project costs due to condemnation activities, project delivery, loss of Federal funds and decreased Regional productivity. Failure in any area of performance could cause the loss and/or delay of federal reimbursement, over run allocated funds, and could jeopardize or delay project delivery.

PUBLIC AND INTERNAL CONTACTS

This position requires extensive public contact representing the Department in dealing with property owners, tenants, the public, and other public agencies. Extensive contact with Right of Way Management, District Right of Way and Design functional area personnel, Division of Right of Way, Legal Division, local government entities, County and City officials, Federal Highway Administration and other public agencies. These contacts will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for long periods of time using a keyboard and video display terminal. Possess the ability to move up to 35 pounds (files, boxes, laptops, projectors and cumbersome plans).

The employee must have the ability to conduct on-site reviews i.e., measuring structures and evaluating property. Must be able to travel to remote locations in single duration.

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The employee must have the ability to sustain the mental activity needed for report writing, auditing, problem solving, analysis and reasoning. Possess the ability to focus on single tasks, as well as multi-tasks when necessary.

Must be able to give oral presentations to gatherings of small sizes and at various levels of the Department. Must be composed and articulate in meetings and in telephone conversations. Must be able to respond to changing work priorities.

WORK ENVIRONMENT

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