

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Associate Right of Way Agent	OFFICE/BRANCH/SECTION District 11 - Right of Way	
WORKING TITLE Associate Right of Way Agent (Rotational)	POSITION NUMBER 911-400-4965-	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

The incumbent will work under the direction of a Senior Right of Way Agent as a full journey level Associate Right of Way Agent (Agent). The incumbent will be assigned to work in any of the areas listed below depending on current staffing levels and projected workload. The incumbent is expected to take on the more complex assignments in each of the listed functions and require minimal supervision in the completion of assignments. In depth knowledge of the various functions is expected as well as the ability to complete assignments in an appropriate manner. Enhancement training in the assigned functional area will be offered as classes become available.

The incumbent will be rotated as needed to another position within the same classification within the district.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
30% E	<p>APPRAISALS: The Agent will be responsible for completing appraisal reports of differing types on an array of property including residential, commercial, industrial, agricultural, governmental, speculative, and special use. Appraisers will use market analysis, income, and cost approaches.</p> <p>ACQUISITION: The Agent performs required negotiation activities to process contract agreements with property owners relating to the acquisition of properties and/or property rights as needed for highway projects or Departmental uses in the District, as well as on projects involving local agencies. Prepares and obtains permits to enter, coordinates escrow and condemnation activities, represents the Department of Transportation (Caltrans) at public meetings, and acts as a liaison with the Legal Division.</p>
30% E	<p>RELOCATION ASSISTANCE: The Agent is responsible for administering the Right of Way Relocation Assistance Program and provides relocation assistance to displaces, reviews and processes their payments, prepares Relocation Impact Documents, and represents the Department at public meetings.</p> <p>PROPERTY MANAGEMENT AND DEMOLITION: The Agent consults with tenants and inspects and arranges for maintenance work that may be needed for State-owned rental properties. Performs activities involved in the management and rental properties, including inspection and inventory of recently acquired properties. Shows prospective tenants available rental properties. Prepares rental agreements with accepted tenants. Assists the Legal Division in the notification of tenants. Monitors the right of way after the removal of improvements.</p>
30% E	<p>UTILITY RELOCATION: The Agent identifies utilities that are within the limits of the proposed project by sending letters to each Utility Owner requesting as-built mapping and conducting a field review of the project in conjunction with a representative of the Service Engineering Branch. Reviews the encroachment permits that have been issued within the project limits. Coordinates with the RW Planning & Management Branch to obtain an E-76 on projects that qualify for Federal aid. Coordinates with representatives of the Service Engineering Branch to prepare conflict maps and to obtain a Relocation Cost Estimate for each utility that is in conflict with the project. Utilizes the cost estimate to prepare the Right of Way Data Sheet and identifies time/schedule issues for the relocation.</p>

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EXCESS LAND AND AIRSPACE:

AIRSPACE: Agent identifies potential airspace sites in the district area of operations on a continuing basis. Establishes and maintains the approved Airspace Site Inventory. Agent develops a positive program to maximize utilization of highway airspace and prepares, reviews, and negotiates new bid leases. Agent inspects sites for adherence to lease provisions; delivers notices and documents; maintains files and records; and handles all inquiries regarding airspace sites.

EXCESS LAND: Agent performs functions related to disposing of excess land and maintains the excess land inventory. Specific tasks include negotiating with individuals and public agencies for direct sale of property; handling inquiries; assembling documents for sale or exchange; advertising sales; conducting oral and sealed bid auctions; and maintaining files and records of excess parcels and sales data.

10% M Keeps records, files, and statistical data in connection with the right of way function assigned to. Performs various tasks on the computer including utilizing a variety of software applications, mainframe functions and intranet/internet systems. May be called upon to testify in court on matters pertaining to real property, such as condemnation, inverse condemnation or property management matters. Analyzes various right of way/real property data, such as market trends, rental and sales data, airspace leases, utility sheets, and appraisal documents.

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.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Incumbent must have knowledge of State and Federal laws, rules, regulations, and policy guidelines pertaining to appraisal, acquisition, condemnation, and relocation functions. Additionally, incumbent should have general knowledge of policies, procedures, and functions of Caltrans and the California Transportation Commission as well as wide knowledge of property values, condemnation and real property law. Incumbent should be familiar with resources used to appraise property.

Incumbent needs to have the ability to perform technical and complex assignments with a minimum amount of supervision. Other abilities required include strong workload and time management skills; good oral and written communication; mathematical aptitude; and familiarity with current word processing, database, and spreadsheet software. Incumbent must be able to travel on multiple day trips as necessary throughout the district (San Diego and Imperial Counties) as required by the work assignments.

Complexity of work is estimated at above average. Analytical and judgmental abilities are of paramount importance. The Agent must be able to produce a timely, well-structured, well-written report leading to well-documented, logical conclusions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is primarily responsible for determining values of property that will be used for acquisition, appraisals and RAP, or estimates used in the budgeting process. Numerous affected parties rely upon these values. Poor judgment and insufficient research by the agent could result in project delays, legal and/or political repercussions.

Complexity of work is estimated at average to above average. Analytical and judgmental abilities are of paramount importance. The Associate Right of Way Agent must be able to produce a timely, well-structured, well-written report leading to well-documented, logical conclusions.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts via phone, mail, e-mail, and face-to-face meetings with both the public and private sector on a daily basis.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position requires the use of video display terminal and keyboarding, and requires sitting for prolonged periods of time; traveling to various areas within San Diego and Imperial Counties when necessary to inspect properties as required for appraisal, acquisition, relocation assistance, property management, and utility relocation related issues; and continuous problem solving, analysis and reasoning and the ability to prepare an appraisal report in the proper format and quality necessary to establish just compensation. Must be able to maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses. Must have the ability to multi-task, adapt to changes in priorities, and complete appraisals or other assignments on time and with short notice. Incumbent must be open to change and new information, and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

Employee will be working in a climate-controlled office under artificial lighting while performing the duties of the various Right of Way functions. The incumbent will also be performing portions of their duties in the field inspecting properties, conducting business with property owners, tenants, contractors and/or vendors, and investigating comparable properties.

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