STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Right of Way Agent	D3/North Region Division of Right of Way	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Right of Way Agent	903-400-4959-	

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 close supervision of a Senior Right of Way Agent and the guidance of Project Delivery Team Leader, the incumbent in learning capacity will assist in various right of way programs and duties while receiving formal and rotational on-the-job training in the major functional areas of Appraisals, Acquisition, Property Management, Utilities, and Relocation Assistance. In preparation for permanent assignment, incumbent will participate in a Project Delivery Team training program that includes rotation to at least three of the major functional areas outlined below.

As competence increase, incumbent will be assigned a permanent assignment in one or more of the project delivery team functional areas outlined below. Possession of a valid California Drivers License is desirable.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
20%	E	Appraisal Assist with or examine title reports and evaluate the effect of title encumbrances. Inspect subject properties and interview property owners for pertinent information regarding property. Measure buildings, prepare description and plot plan of buildings, search surrounding area in effort to obtain comparable market data. Interview local building and zoning authorities, brokers, salespersons and other knowledgeable persons for various valuation information. Analyze and interpret data obtained in order to ascertain interest rates, land and improvement value ratios, gross income multipliers, land values. Prepare comprehensive written appraisal reports in conformance with accepted State and Federal standards.
20%	E	Acquisition Assist with or examine and interpret title reports as to the effect of title encumbrances on property to be acquired. Prepare Right of Way (RW) Contracts to convey title; present offers to property owners; secure execution of documents to complete transfer of title and property rights to the State; and make records of all acquisition activities in the parcel diary files for each parcel.
20%	E	Planning and Management – Estimating & RW Certification Assist with or prepare project cost estimate for capital outlay regarding any property rights affected or needed for the proposed project. Determine resource and lead time requirements. Attend project development meetings and workshops. Assist with or prepare RW Certifications for capital outlay projects after confirming clearance of all right of way in accordance with RW Manual and policies. Confirm possession or permits to enter and clearance or a plan for clearance for utilities, railroads, airspace, property rights, US Forest Service, and other property rights identified. Communicate and obtain information from Project Delivery Team Leaders, Project Engineers, Environmental Planners, Agents, Utility Senior, Railroad Senior, and others as needed. Enter milestone information in RW database. Identify and assure correct distribution of RW Certifications. Attend project development meetings and, as needed, prepare reports.
20%	E	Utilities Assist with or coordinate all aspects of utility relocation, including investigation of aerial and underground utilities. Make contact with the utility owners for relocation on State transportation projects. Interpret State plans for utility owners; plan relocation schedule with owner's representatives; review owner's plans, estimates and relocation cost claim. Negotiate utilities

		agreements for relocation work; provide estimate of utility costs for data sheet and make liability determinations.
15%	E	Relocation Assistance Assist with or make personal contacts with persons to be displaced explaining the provisions of the relocation regulations. Gather market data, prepare draft and final relocation impact documents, prepare comparative analysis and determine replacement housing value. Calculate amount of relocation payment and coordinate preparation and processing of claims. Maintain housing resources (listing of properties for sale or rent) information and advise displacees of available housing replacement.
5%	M	Make presentations to the public and attend Project Development Team meetings.Participate in training or quality workshops.

[1]ESSENTIAL 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

Knowledge of basic principles of land economics and general concepts and practices in real property transactions; terminology employed in the semi-legal work involved in real property acquisition and appraisals. Use analytical methods and information sources to prepare and formulate reports.

Ability to understand and apply the laws, policies, rules and regulations relating to the acquisition of property for public use purposes. Assemble and analyze data and make mathematical computations, reason logically and creatively in unique situations; establish and maintain cooperative relationships with persons contacted in the course of the work; speak and write clearly and effectively.

- Ability to use computers, spreadsheets and graphics
- Ability to work independently or as a member of a team
- Ability to communicate effectively with the public in a manner reasonable to their comprehension

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in work could result in failure to meet project target and milestone dates, inappropriate or unnecessary expenditure of public funds, personal injury or property damage, and possible loss of Federal participation in cost of projects.

PUBLIC AND INTERNAL CONTACTS

Contact with property owners, real estate brokers, City and County building, planning and zoning personnel, brokers and developers. Internal contacts with various levels of Right of Way Agents and Engineers in the District Branches.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- Ability to conduct on-site reviews; i.e., measuring structures
- Ability to drive to remote locations in single duration (up to 6 hours)
- Ability to hear and see for appraisal purposes
- Ability to move 25 lb. to 35 lb. (files, boxes, laptops, projectors)
- Ability to bend, stoop, and kneel
- Ability to transfer thoughts to paper or electronic medium (reports, memo, letters, etc.)
- Ability to sustain mental activity needed for report writing, auditing, problem solving, analysis and reasoning, etc.
- Ability to focus on single tasks, as well as multi-tasks when necessary
- Ability to remain, calm, patient, professional when dealing with the public and others on sensitive issues

• Ability to respond to changing work priorities and processes

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. Incumbent will use a keyboard and video monitor for long periods of time, as well as a telephone, faxes machine and photocopier. Incumbent may also be required to travel and lodge overnight for an extended duration periodically. A valid drivers license is required when operating a state-owned vehicle.

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