

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Right of Way Agent	OFFICE/BRANCH/SECTION District 6 Right of Way Agent/Appraisal Branch	
WORKING TITLE Right of Way Agent	POSITION NUMBER 906-400-4959-XXX	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 close supervision of a Senior Right of Way Agent serving as Branch Chief, incumbent is responsible for the less complex assignments in the branch, including preparation of appraisal reports, relocation housing valuation, market value estimates and right of way estimates pursuant to established policies and procedures and applicable state and federal laws and regulations.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Assist Associate Right of Way Agents in performing detailed field investigations and research, obtaining market data from the County Assessor and local real estate professionals, analyzing damages, access rights and related valuation issues in conjunction with the preparation of appraisal reports required prior to offering to purchase necessary right of way.
15% E	Prepares less complex estimates of the cost of rights of way for various design alternatives and route location studies. Estimates will be included in Right of Way Data Sheets that assist Caltrans and Local Agencies plan and budget costs for upcoming transportation projects.
15% E	Assist in the preparation of a final written appraisal report to be used by the Acquisition staff and for eventual presentation to the property owner. Utilization of the report will assist Caltrans in coming to an agreement with the property owner for the purchase of right of way, and also for a basis of a court deposit if condemnation becomes necessary.
10% E	Assist in obtaining design criteria from Caltrans Project Development staff in order to more clearly present project details in the appraisal report. Utilize this information in attempting to resolve project design issues relating to right of way requirements with the project manager.
10% M	Prepare valuations for replacement housing to be utilized by Relocation Assistance staff, including rental supplement payment determinations for tenants displaced by transportation projects.

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

Knowledge of analytical methods and information sources which will be used to perform tasks such as appraisal report formulation and preparation. Knowledge of basic arithmetic; basic algebra; and basic geometry.

Familiarity with basic principles of land economics, general real estate concepts and practices, knowledge of terminology and principles employed in legal work associated with branch activities and current social, political, economic and scientific developments and trends related to right of way in general.

Incumbent must have an understanding of and an ability to apply laws and regulations relating to right of way activities. Must be able to make accurate mathematical computations and calculations. Ability to assemble and analyze data, make mathematical computations, establish and maintain cooperative relations with individuals contacted in the course of work. Incumbent must have the ability to speak and write clearly and effectively. Incumbent must be able to work with

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property owner, occupants and the public, often in tense, confrontational situations, in a calm, effective manner. Ability to follow directions and organize workload.

Incumbent must be able to simultaneously handle a variety of transactions, adopt existing methods and procedures to new situations and creatively suggest solutions for problem where no solution presently exists.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position requires a high attention to detail. Although signatures on appraisal reports are not delegated to the entry-level agent, poor decisions, judgment or recommendations could result in inadequate resources, loss of revenue and/or increased costs to the state, federal sanctions and/or penalties and criticism by elected officials and the public.

PUBLIC AND INTERNAL CONTACTS

Extensive contact with District personnel, public officials, consultants, staff from other state and federal agencies, property owners and occupants and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements include filing, use of various types of copy and facsimile equipment, sitting for long periods of time using keyboard and display terminal, bending, stooping, kneeling and lifting, field inspections of properties which may expose incumbent to dust, dirt, uneven ground and traffic and operation of a motor vehicle to and from various work assignment locations. Occasional overnight travel outside of the District may be required.

Mental requirements include the ability to work under aggressive deadlines, to be flexible, handle ever-changing priorities and workload fluctuations and maintain sustained focused attention to detailed, complex assignments in a busy work environment. Emotional requirements include contact with the property owners, occupants, elected officials and the public in stressful situations.

WORK ENVIRONMENT

Incumbent's office will be located in a climate controlled office building under artificial lighting. The assigned workspace will be a workstation within a partitioned office or an open floor plan, cubicle type office environment.

Must be able to work from the designated office location and be able to travel in a State vehicle or private vehicle to field locations. Incumbent will be required to work throughout the Central Region and statewide as needed to accomplish brokered work. Overnight travel is required. Evening and weekend work is required as well as attendance of training classes that are held statewide for extended periods.

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE