STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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

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 direct and close supervision of the Senior Right of Way Agent has extensive public contact representing the Department in dealings with tenants on the 710 corridor, the public and representatives from public and private agencies in adhering to the Roberti Act provisions for the 710 Affordable Sales Program (ASP). Will take direction and guidance of the Associate Right of Way Agents, must be capable of prioritizing workload determining his /her own schedule. The incumbent will also assist in contract managment for appropriate contracts for this sales effort.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Responsible for the disposal of surplus property under the Roberti Bill guidelines, public auction and sale to local agencies. Helps to coordinates meetings and works with other divisions in the District Office, to 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. Assist in 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	Assist in working closely with the State's contractor who will be handling the preliminary efforts to qualify existing tenants or former tenants as required. Assist in coordinating the requests and reviews fair market value appraisals, clearances and directors deeds submitted by other Divisions in the District and any other documents that are necessary in order to convey the excess property. Will conduct inspections to assess lender required repairs and coordinate the completion of maintenance requests. May be doing research to determine past tenants' location and contact information.
10%	E	Assist in working closely with buyer's lender and the State's contractor, prepares purchase agreements, the resume package, for review and approval by the California Transportation Commission. Assists the buyers of excess property to complete the sales transaction documents once the sale is approved by the CTC.
10%	E	Coordinates with the dedicated Relocation Assistance Program as needed to assist in relocating 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	Responds to inquiries from the public, regarding questions about the 710 Affordable Sales Program. Contacts Property Management, when necessary regarding the maintenance and sale of these properties.

[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

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Have thorough knowledge of the Right of Way Policies and Procedures regarding the sale of surplus or excess land under the Roberti Bill 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 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 under close supervision.

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 could adversely affect 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.

PUBLIC AND INTERNAL CONTACTS

The position requires daily contact with other Divisions, within the District Office, Headquarters Right of Way, 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 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.

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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