STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Right of Way Agent	District 8 - San Bernardino	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Right of Way Agent, Appraisals	908-400-4959	

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 direction of a Senior Right of Way (R/W) Agent (Appraisals) and while working with an experienced Associate R/W Agent, the employee is responsible for assisting in the preparation of detailed appraisals for properties to be acquired for State transportation projects, excess and airspace parcels and rental evaluations. The employee will maintain both manual records and electronic databases, keeping them current and complete while receiving on the job and formal training in performing various R/W appraisal functions.

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

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Responsibilities include, but not limited to, assisting with 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. Reviews the maps of projects involving Right of Way Acquisitions and determines potential appraisal problems. Determines what type of appraisal will be needed. Read/review all documents needed involving Acquisition, such as title reports, and evaluate the effect of easements and other encumbrances. Discuss with the Senior Right of Way Agent (Appraisals) any appropriate corrective action, if any, needed that arise during the appraisal review. Interviews local building and zoning authorities, brokers, salespersons, and other knowledgeable persons for various related information. Other duties include: ordering title reports, maps, comparable sale searches,contacting property owners to commence appraisal activities.
25%	E	Responsibilities include but not limited to providing assistance to an Associate R/W Agent to report current and timely appraisal information to management. Appraisal assistance activities needed for various project such as: 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/statues/standards 5. Goodwill evaluations 6. Rental rate determinations 7. Building cost estimates
25%	E	While working with an experienced Associate Right of Way Agent, the employee assists in the preparation of 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.

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15%	M	Attend various organizations/general public forums with an Associate R/W Agent for example: 1. Attends public hearings. 2. Attends Project Development Team Meetings. 3. Contacts property owners to explain a project's effect on ownership. 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. Attends various other meetings, as necessary.

[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

No supervisory responsibility.

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 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 principals; 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, 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; engineering terminology; 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 an 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 and 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 oo delay project delivery.

PUBLIC AND INTERNAL CONTACTS

This position requires extensive public contact representing the Department and the District in dealing with property owners, tenants, owner's and tenant's representatives, title companies, real estate professional, appraisers, consultants, other units within Right of Way, within the District, within the Legal Division and Headquarters Right of Way, 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 must have the ability to:

- move up to 35 pounds (files, boxes, laptops, projectors and cumbersome plans).
- conduct on-site reviews i.e., measuring structures and evaluating property. Must be able to travel to remote locations

in single duration.
• 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.
• give oral presentations to gatherings of various sizes and at various levels of the Department and the public. Must be composed and articulate in meetings and in telephone conversations. Must be able to respond to changing work priorities.
• bend, stoop or kneel
• transfer thoughts to paper or electronic medium (reports, memo, letters, etc.)
• walk over uneven surfaces, work in noisy environment and work on highways adjacent to lanes of moving traffic
• remain calm, patient, and professional when dealing with the public and internal customers on sensitive issues
• move large and cumbersome plans and diagrams from one location to another.

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 long periods of time as well as a telephone. Employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme weather conditions while inspecting properties for Right of Way, railroad and utility-related matters.

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