

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

PARF 12-5-012

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION
RIGHT OF WAY AGENT	District 12/Right of Way Orange County
WORKING TITLE	POSITION NUMBER EFFECTIVE DATE
RIGHT OF WAY AGENT	912-400-4959-XXXX

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:

Under the supervision of a Senior Right of Way Agent the incumbent will be engaged in a variety of entry level Right of Way activities for the District 12 Office of Right of Way. The incumbent will have varied assignments (rotation) to reflect training needs and variations in District workload. Incumbent will be assigned duties in one or more Office of Right of Way functional areas.

30% E Acquisition
 The Agent will assist in performing functions relating to acquisition of properties needed for transportation projects or Departmental uses in District 12, as well as on projects for those counties, local agencies, cities and districts with whom we have cooperative agreements to implement acquisition programs.

Agent will negotiate for the purchase or donation of land and improvements. Acquisition assignments will include properties of average acquisition difficulty such as entire ownership properties or properties of lower value. Agent will examine and interpret property records and Title Reports. Agent will prepare and assist in the execution of the necessary documents for the conveyance of real property. Agent is responsible for full preparation of Memorandums of Settlements and records documenting each transaction and assisting owners in obtaining benefits available to them under the Relocation Assistance Program. Agent assists in keeping records, files and statistical data in connection with the acquisition function.

30% E Appraisal and Estimating
 The Agent will assist in preparing appraisals of all types of real property and interest in real properties needed for transportation projects or Departmental uses in District 12, as well as on projects for those counties, local agencies, cities and districts with whom Caltrans has cooperative agreements to perform appraisal programs. Assist in the valuation - process for development of airspace lease areas and excess land for disposal. Prepares Replacement Valuation Reports which are used to calculate monetary replacement housing entitlement of eligible residential displacees.

Specific tasks include: Securing and examining Title Reports; personal inspection of property and interviews with owners; preparation of plot plans, descriptions, and area calculations for building improvements; gathering and verifying market data; interviewing real estate brokers, public agency staff, buyers and sellers; analyzing and interpreting data, and contributing to the preparation of and preparing written valuation reports.

May assist in monitoring activities of local agencies and their valuation processes pursuant to State and Federal requirements. Prepares or assists in the preparation of dollar estimates of property needed for future projects.

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- 25% E Relocation Assistance Program
Assists in performing functions relating to the relocation of people, businesses and personal property from properties needed for transportation projects or Departmental uses in District 12, as well as on projects for other public agencies with whom Caltrans has cooperative agreements to implement a relocation assistance program.
- Specific tasks include: Contacting and determining eligibility of displacees; explaining the Relocation Program; determining family needs; and identifying relocation problems and alternate solutions to those affected. Agent will assist with preparation of relocation surveys, relocation studies and relocation plans through interviews with potential displacees and gathering, assembling and interpreting data (e.g. census data, real estate market data). Agent will process relocation claims, obtains verifying documents relating to purchasing replacement property, and coordinates the disbursement of relocation payments into escrow or to claimant or landlord. The agent may assist in obtaining move estimates and negotiating "self-move" agreements, verifying costs and disbursements and coordination audits with the Internal Audit Section. Maintains files, diaries and records of relocations and collects and analyzes relocation records and data for Right of Way reports.
- 5% E Airspace
Agent will assist with posting property; making field reviews to ascertain if lessee is adequately maintaining the leased property; delivers private and legal notices and other documents; and maintains files and records. Agent will prepare rough draft letters of understanding, leases and official notices for Senior Right of Way Agent review.
- 5% M Excess Land
Agent will assist in performing functions relating to disposing of excess land and maintaining the excess land inventory.
- Specific tasks include: contacting and negotiating with individuals and public agencies for direct sale of property; handling inquiries from the public and governmental regarding the availability of excess land and procedures for buying it. Requests and assembles documents such as maps, appraisals, deeds and escrow instructions required for sale or exchange of property; secures clearances from other Caltrans departments; helps process requests by individuals or other public agencies for the decertification of right of way by requesting an expenditure authorization and coordinating engineering effort. Prepares advertisements for newspaper and sales brochures; prepares for oral and sealed bid public auctions; and maintains files and records of excess parcels and sales records and data.
- 5% M Property Management
Agent will assist in timely removal, through sales and/or demolition contracts of all improvements from all the right of way required for each construction contract for the Department of Transportation and by contract with local agencies.
Assists in the rental, maintenance and rehabilitation as required for State-owned properties that have been acquired for future construction projects.
Assists in the preparation of notices of sales, demolition contracts, maintenance contracts, rental agreements and leases. Inspects property to insure continuing compliance with these contracts and leases.
Agent assures of no delinquency on Rental Agreements and Leases by reviewing monthly/yearly rental payments. Agent initiates eviction notices and collection efforts when applicable.
Inspects all State-owned properties acquired for future construction projects for dangerous and

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TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	hazardous conditions and recommends corrective actions as required.

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

No supervisory responsibilities.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have thorough knowledge of Federal and State laws, rules, and regulations, and policy guidelines relative to right of way matters, together with policies and procedures of the California Transportation Commission and the Department of Transportation. The incumbent must have specific knowledge of real property law, eminent domain law and appraisal terminology and methodology, real property.

The ability to speak and write English clearly and effectively; assemble and analyze data; understand the effect on property values of deed and tract restrictions and other real estate principles.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decisions can adversely affect decision-making, project delivery, compliance with pertinent laws, regulations, and guidelines adverse publicity, individual or class action lawsuits against the Region and/or Department, loss of Federal funds and decreased Regional productivity. Failure to resolve product delivery issues on schedule could adversely affect project funding and could jeopardize or delay project delivery.

PUBLIC AND INTERNAL CONTACTS

This position requires extensive public contact representing the Department in dealing with property owners, tenants, the public, and other public agencies. There may be contact with R/W Management, District Right of Way functional area personnel, Division of R/W, 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 maybe required to sit for long periods of time using a keyboard and video display terminal. Possess the ability to move up to 35 lbs. (Files, boxes, laptops, projectors and cumbersome plans).

The employee must have to ability to conduct on-site reviews: i.e., measuring structures and evaluating property. Must be able to drive to remote locations in single duration (up to 6 hours), Must be able to evaluate properties for R/W railroad related matters.

The employee must have the ability to 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.

Must be able to give oral presentations to gathering of various sizes and at various levels of the Department. Must be composed and articulate in meetings and in telephone conversations. Must be able to respond to changing work priorities.

WORK ENVIRONMENT

While at their base of their operation, employees 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. 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