

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> R/W AGENT RANGE B	<b>DISTRICT/DIVISION/OFFICE</b> 04 / Right of Way Airspace, Utilities, Local Programs & Relocation Services	
<b>WORKING TITLE</b> R/W AGENT RANGE B - R/W LOCAL PROGRAMS	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>

*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 regularly and on time; 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 close supervision of a Senior Right of Way Agent serving as the Branch Chief, and on occasion under the direction of an experienced Associate Right of Way Agent acting in a lead capacity, incumbent is responsible for the less complex, routine assignments in the branch, including performance of all related activities pursuant to established policies and procedures and applicable state and federal laws and regulations.

**TYPICAL DUTIES:**

Percentage Essential (E) Marginal (M)	Job Description
30% (E)	Set up and maintain LPA project files. Investigate the status of On SHS, Off SHS and Permit Projects. Conduct research of applicable policies, laws and background information. Initiate and arrange meetings as required.
20% (E)	Circulate documents for review and investigate requests for R/W information.
20% (E)	Research LPA issues, title reports and prepare certifications.
10% (E)	Assist with qualifications for local agencies and all other aspects of LPA Services. Attend public meetings and hearings as required.
10% (E)	Develop familiarity with various LPA laws, rules, regulations and procedures, in particular, the Uniform Relocation Assistance and Real Property Acquisition Policies Act. Efficiently and effectively manage Local Public Agency projects.
10% (E)	Prepare reports. Respond to correspondences. Conduct branch activities such as circulations, spreadsheets, files, meetings and field reviews so that project delivery schedules are maintained.

**SUPERVISION RECEIVED**

Receives supervision from the Branch Chief, a Senior Right of Way Agent, and on occasion from an experienced Associate Right of Way Agent acting in a lead capacity. Independence of action is expected to increase as the incumbent's level of skill and proficiency is developed.

**SUPERVISION EXERCISED OVER OTHERS**

No supervision of others involved.

## KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

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 work in general.

Understanding of and an ability to apply laws and regulations relating to right of way activities, assemble and analyze data, make mathematical computations, establish and maintain cooperative relations with individuals contacted in the course of work, ability to speak and write clearly and effectively and work with property owners, occupants and the public, often in tense, confrontational situations, in a calm, effective manner.

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

## CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The position requires a high degree of responsibility for decisions and actions. 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 a 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 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 property owners, occupants, elected officials and the public in stressful situations.

## WORK ENVIRONMENT

Incumbent will be located in a high-rise, climate controlled office building under artificial lighting in the central business district of a dense urban area. The assigned workspace will be a workstation within an open floor plan, cubicle type office environment.

I have read and understand the duties listed above and can perform them without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss with the 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

\_\_\_\_\_  
DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE