

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION District 3, North Region Right of Way, Marysville	
WORKING TITLE Senior Right of Way Agent - Appraisals	POSITION NUMBER 903-400-4962-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 general direction of the Assistant Division Chief, North Region Right of Way, the incumbent will perform all duties necessary to manage the Office of Appraisal Services in the Marysville office supporting both District Project Delivery and Right of Way Division's Real Property services functional branch. Incumbent has a large degree of independence in day-to-day management of their functional area.

The incumbent may also be re-assigned, at the discretion of the Division Chief, to any one or more of the following Right of Way functional areas: Acquisition, Utility Coordination, Project Coordination, Planning and Management, Property Management, Relocation Assistance Program, Clearance and Demolition, Railroad Coordination, Airspace Leasing, Excess Lands, and Condemnation. Within these assignments the incumbent is responsible and accountable for delivery of projects and will directly supervise and review activities of staff.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
40%	E	Manage the Marysville office of Appraisal Services Branch, in support of District project Delivery, which includes supervising the development of all appraisals needed to acquire property to fulfill project delivery. Work with agents on complex regular project appraisals to ensure quality of product, continuity in valuation approach and compliance with the Uniform Act. Guide staff in the determination of approach to market value and oversee analysis of comparative sales to ensure proper adjustments to valuation are made. Address questions raised by the Division Chief or Assistant Division Chief and make recommendations for appraisal approval.
30%	E	Manage the Marysville office of Appraisal Services Branch, in support of District Real Property Services, which includes supervising the development of excess land appraisals, airspace appraisals and fair market rental determinations, and providing comments and recommendations for approval to the Chief or Assistant Division Chief. In accordance with delegation authority work directly with headquarters staff to ensure concurrence with valuation methodology on products that fall under headquarters approval authority.
15%	E	Perform continual appraisal workload forecasting via analysis of Workplan Status and other institutional data sources and discuss any anticipated District staffing excesses or shortfalls with the District Assistant Chief and Regional Chief so that from a Regional perspective appraisal workload can be efficiently managed and all production targets met Region-wide. Communicate status of appraisals to project coordinator and management, as required. Evaluate the performance of the appraisal function and make adjustments if needed to meet delivery commitments.
10%	E	Perform appraisal administrative duties providing training and guidance for standardizing processes. Respond to requests from headquarters Right of Way; attend functional council meetings, and other duties as appropriate to the classification as required. Assure compliance with policies and procedures.
5%	M	Provide training, guidance and direction to staff reviewing local program and local assistance project appraisals to ensure Department's role of oversight is properly carried out in compliance with FHWA requirements..

<sup>1</sup>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.

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

Supervise subordinate staff, which includes entry-level and journey-level Right of Way Agents, and office support staff. Supervision of this unit requires exercising a large degree of independent judgment.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have a thorough knowledge of all phases of the Right of Way programs, particularly, a comprehensive understanding of the principles of real property appraisals and be well versed in the provisions of the Uniform Relocation Assistance Act. Must also have the ability to effectively plan, organize, and schedule the work of his/her staff to successfully accomplish the goals and objectives of the office. Must also be able to prepare comprehensive technical reports and correspondence, make effective oral presentations, and work in a cooperative manner with other functional units and other public agencies.

Must have the ability to analyze complex rules and regulation of the State, the Federal government, and other public agencies. Must have the ability to analyze statistical reports and make judgments and pursue courses of action that are appropriate and cost effective.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Requires a high degree of managerial and technical skill and failure to make correct decisions involving priority of work, utilization of personnel or application of correct procedures could result in loss of Federal funds and/or delay of a transportation project.

**PUBLIC AND INTERNAL CONTACTS**

There is extensive contact with RW staff and other non-RW personnel in the various offices within North Region Right of Way, Headquarters, and the Federal Highway Administration. Public contacts may include local agency officials, legislators, property owners, and the general public.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Physical requirements may include sitting for prolonged periods using the keyboard and video display terminal (Personal Computer) or while driving in a car to and from the various work assignments. Assignments will require the ability to maintain concentration for long periods in order to review and critique documents written by staff. The ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations is critical to the position.

**WORK ENVIRONMENT**

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. 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.

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)

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SUPERVISOR (Signature)

DATE

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