

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE <b>THREE (3) MONTH LMTD TERM - SR. R/W Agent</b>	OFFICE/BRANCH/SECTION <b>04/Right of Way/Project Management Services</b>	
WORKING TITLE <b>SR. R/W AGENT – P &amp; M (Proj. Coordination)</b>	POSITION NUMBER <b>904-4962-XXX</b>	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 supervision of a Supervising Right of Way Agent, serving as the Office Chief, incumbent is responsible for the planning, supervision, coordination and direction of the project coordination/project delivery functions of the Division in accordance with applicable state and federal laws and regulations, the rules and regulations of the California Transportation Commission and the policies and procedures of the Department. Incumbent is expected to demonstrate a high degree of independence of action.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50%	E	Serves as the single focal point for the Division on all functional project coordination/project delivery matters, manages all Division project coordination staff, represents the Division at all project delivery meetings. Responsible for analyzing and making recommendations to the Office Chief on lead time and certification date issues and schedules for all projects.
50 %	(E)	Serves as the single focal point for the Division on all functional project coordination/project delivery matters, manages all Division project coordination staff, represents the Division at all project delivery meetings. Responsible for analyzing and making recommendations to the Office Chief on lead time and certification date issues and schedules for all projects.
25%	E	Plans, reviews and approves all project workplans for inclusion in PRSM. On a project by project basis, estimates the number of hours the Division will require to meet its delivery plan commitments. Works with PRSM to monitor and track the Division's resource needs, resource expenditures and work progress on all projects.
20%	E	Serves as the principal assistant to the Office Chief in all matters relating to project coordination and project management, including representing the Office Chief at meetings, analyzing project proposals and making recommendations on appropriate schedules and actions.
5%	E	As required, perform some of the duties of the Office Chief in his/her absence.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

Incumbent will supervise Range "A", Range "B" and Associate Right of Way Agents and Assistant and Associate Caltrans Administrators for all technical and administrative matters. Incumbent is responsible for providing direction, establishing work priorities, scheduling work and monitoring resources to produce optimum results in an efficient and effective manner.

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### **KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Extensive, detailed knowledge and understanding of the principles of land economics, general real estate concepts and practices, 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.

Detailed, comprehensive knowledge and understanding of, and an ability to apply laws and regulations relating to right of way activities, assemble and analyze complex 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, conduct and participate in public meetings and work with staff of local public agencies, contractors, consultants and public officials, often in tense, confrontational situations, in a calm, effective manner.

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

Incumbent must possess the ability to review, analyze and interpret cooperative agreements, project change request (PCR), reports, maps, contracts, proposals and pending conveyances and prepare well thought out and developed recommendations for District management. Must have a comprehensive working knowledge of the Department's various project management systems and processes including PRSM and ROWMIS.

Incumbent is expected to have the knowledge, skills and abilities identified in the specifications for the Senior Right of Way Agent classification, including applicable processes and procedures involved with project management.

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### **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The position requires a high degree of responsibility for decisions and actions, often with minimal involvement and/or prior concurrence from the Office Chief.

Poor decisions, judgment or recommendations could result in costly lawsuits, project delays, loss of funding and/or federal reimbursement, increased costs, federal sanctions and/or penalties and criticism from local public agencies, consultants, contractors, public officials and the general public.

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### **PUBLIC AND INTERNAL CONTACTS**

Extensive contact with staff at local public agencies, with contractors and consultants, District personnel, public officials, the general public, and staff of other state and federal agencies. Incumbent must be able to establish and maintain good relations with all such contacts.

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### **PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Physical requirements include sitting for long periods of time, using a keyboard and display terminal, bending, stooping, kneeling and lifting, field inspections of properties and projects 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 sustained mental activity needed for the smooth flow and operation of the office, the ability to remain flexible, effectively handle ever changing work load priorities and workload fluctuations and maintain sustained, focused attention to detailed, complex assignments in a busy, stressful environment.

Emotional requirements include contact with property owners and occupants, staff of local public agencies, contractors, consultants, public officials, co-workers and staff of other state and federal agencies, often in stressful situations.

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### **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 work space will generally be a private office within an open floor plan,

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cubicle type office environment.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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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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