STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Right of Way Agent	Right of Way - D6	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief Planning and Management Workload Management	906-400-4962-XXX	

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 general direction of the Central Region Division Chief-Right of Way, the incumbent is responsible for managing the the Region's Division of Right of Way Workload. Incumbent manages manages and reports on workload transactions for the Fresno, Stockton, San Luis Obispo and Bishop field offices.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Supervise and direct staff regarding allocation, tracking/monitoring and review of the Capital Outlay Support (COS), Non-COS, and operating (OE) budgets for Central Region Right of Way. Responsible for ensuring allocations and fund types are expended in accordance with policy, rules and regulations. Provides oversight to staff for completeness and accuracy for all tracking and reporting for source/charge expenditures including object codes, Expense Authorization (EA), Right of Way Management database systems and general reporting. Responsible for the maintenance of accurate information in the systems and reports used for analysis of production, staff costs, and overall project expenditures utilizing specialized tracking and statistical reports developed for disseminated to management and staff on a monthly, bimonthly and annually basis to ensure compliance with resource allocations. Verifies accuracy of databases (PRSM, ROWMIS, RW Data Sheet Database, RW Utility Database and CTPASS/R/W WBS). Responsible for the management of the Right of Way fleet vehicles.
35%	E	Responsible for providing Regional support to the Project Coordinators in aspects of Task Management and RW performance; monitoring deliverables, percentage complete of tasks, reporting, tracking production, managing schedules, performance analysis and monitoring workload resources in PRSM. Verifies accuracy of databases (PRSM, ROWMIS, PMCS, and CTPASS/R/W WBS). Oversees and provide recommendations for staffing needs of the Right of Way program based on projected workload and resource allocations. Develops and recommends Right of Way project delivery resource levels to the Regional Division Chief-Right of Way for approval.
20%	E	Oversees and provides guidance in the preparation of Right of Way project estimates, relocation housing valuations, relocation impact reports (RIS AND DRIS). Oversees and directs the preparation of the Right of Way element of all programming documents; data sheets and certifications. Provides assistance and support to the project coordinators with the Right of Way Project Development Teams, Pre-status meetings and Project Delivery Status meetings. Responsible for delivery of the Right of Way Local Programs activities for District 06, the Central Region's mitigation program delivery, and permits to enter for the Central Region.
5%	E	Responsible for the development and negotiation of the Central Region Right of Way's annual cross allocation plan, yearly capital fund estimate and spending plan, allocation requests for Project Change Requests (PCR) to the California Transpiration Commission (CTC). Identifies projects (capital and maintenance) requiring funding by fiscal year.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

5%	M	Responsible for general administration of the scheduling and budgeting of workload, general supervision and counseling of employees, answering public and internal inquiries, general management of the Right of Way fleet vehicles.

[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

Supervises a staff of Right of Way agents, office administrators and support staff located in the Regional field offices.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of the Right of Way policies and procedures; Federal and State laws and guidelines applicable to the Right of Way process and requirements for use of Federal funds; Right of Way Estimate process and the Data Sheets; familiarity with Caltrans project programming and capital and support cost accounting processes, the California Transportation Commission, overall budget process, project programming process, project delivery process, programming documents, scoping documents and the project report; an understanding of the procedures relating to personnel and contract administration.

Ability to plan, organize, direct and make decisions involving the work of the staff. Ability to analyze situations accurately and report findings objectively and recommend an effective course of action; communicate effectively in writing and orally; assist in development of guidelines and implementation of new programs; and gain the confidence of and work collaboratively with other District staff and the public. Ability to exercise a large degree of independent judgment required in the supervisor's role.

Right of Way fiscal management and project delivery activities are governed by a multiplicity of State and Federal laws. Rules, regulations, and policies, necessitating broad analytical skills to assure that the applicable procedures are followed. This can include the interpretation of complex, legislation, guidelines, manuals related to various aspects of transportation project programming and development and accounting procedures. Ability to research, interpret, and report data in an accurate and objective manner.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Budgetary management, production of quality products, and timely delivery of services, are essential to meeting project delivery schedules and expenditure obligations. In adequate or inaccurate or delayed documents can be costly to the State and result in significant delays in project payment schedules. Additionally the improper use of Federal funds or procedures can result in a loss of funds or assessment of penalties. Poor decisions can lead to a loss of credibility and confidence in the Fiscal Field Office staff.

PUBLIC AND INTERNAL CONTACTS

Extensive contact with Right of Way and other non-Right of Way personnel in the local field office, the District, Corporate office, and the Federal Highway Administration. Frequent public contacts with local agency officials and staff, legislators, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May require sitting for prolonged periods using a keyboard and video display terminal (Personal Computer). Employee may also be required to travel to and from various work assignments and Regional office sites. Assignments will require the ability to maintain concentration for long periods in order to review and critique reports written by staff. The ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations it critical to the position.

WORK ENVIRONMENT

While at their base of operation, employees will work in an office with artificial light and climate-controlled environment. Maybe required to participate in field reviews exposing them to the dust, dirt, uneven ground and traffic. It is essential to the performance of the duties of this position that the incumbent will be required to travel to meet Regional commitments. Evening and weekend work may be required.

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