

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
SENIOR RIGHT OF WAY AGENT	LA Office Of Right Of Way (R/W) and R/W Engineering	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
SR R/W AGENT - Planning & Mgmt, Title & Escrow	907-400-4962	

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 direction of the Supervising, Right of Way (R/W) Agent, the Senior R/W Agent will be responsible for directing all R/W Capital for project delivery, and department Support Resources for the District 7 Division of R/W. The Planning and Management (P&M) Senior will collect, review, and verify for accuracy and completeness all related documentation, reports, and data in relation to the R/W Capital allocated budgets. Timely, accurate, and complete information must be related daily, and monthly to the managers and to the office Seniors. The incumbent will also supervise the Title and Escrow effort related to R/W Project Delivery.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Manages the Right of Way capital plan for the district, and prepares financial reports. The P&M Senior works with HQ Right of Way to develop an allocation plan, then oversees the management of all capital expenditures. Monitors and reviews for completeness and accuracy, the operating budget of district expenditures for all object codes and project codes. Secures approval of Federal Funding for capital expenditures. Separate approval procedures are required for each capital expenditure.
30%	E	Supervises staff who maintain project expenditure files, produce reports on expenditures and balances, prepare InfoAdvantage with transaction coding and accounting details to process invoices for payment. Monitors status of payments, and keeps hard-copy records of all transactions. Coordinates with Project Management to ensure that all fund types per project are properly funded in the correct fiscal year. Works with Project Coordination to ensure all parcels are properly coded to maximize fund spending. Encumbers capital expenditures and reconciles monthly with district records while maintaining the data bases, verifying complete and accurate as compared against InfoAdvantage.
25%	E	Supervises escrow staff, managing all escrows for acquisition of real property by the District. Tracks progress of escrows held by outside contractor/title company. Keeps all parties apprised of escrow process and answers any questions/concerns and providing pertinent information to involved parties. Coordinates Right of Way property title and escrow activities with other Right of Way branches or district divisions.
10%	E	With the assistance of the appropriate office chiefs, develops work plans and agreements with Program Project Management. Based on the work plan estimates, requests resources and monitors project balances. Coordinates activities between the accounting office and R/W P&M to prepare a monthly statement of funds expended for headquarter's review and analysis. This includes a review of such matters as payment for title reports, how outside consultants deliver appraisals and present expert testimony, status of condemnation deposits, timely deposit of funds into escrow, and payments for relocation assistance.
5%	M	Represents District 7 Right of Way by making presentations at public meetings and attending meetings relating to Project Coordination.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position directly supervises a unit of Associate R/W Agents, R/W Agents and support staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Thorough knowledge of State and Departmental policies and procedures; State and Federal laws, rules and regulations pertaining to the sale of state property. Principles of appraising, acquisition, relocation assistance, condemnation, title & escrow, hazardous waste management, expert witness acquisitions, contract management oversight, disposal of public property; real property law; and the State Contract Act.

General knowledge of analytical methods and information sources to perform tasks such as appraisal report formulation and preparation; basic arithmetic; basic algebra; basic geometry; common methods of describing real property; Right of Way Engineering principles; transportation facilities construction and maintenance as related to rights of way. Knowledge of land development and investment practices; Federal Highway Administration policies and procedures that pertain to right of way activities; laws, policies and procedures involving the concepts of transportation facilities and their impact on the community and the environment; policies, procedures and functions of Caltrans Division of Right of Way, Department of Transportation, California Transportation Commission and the Uniform Relocation Assistance Act.

The ability to speak and write English clearly and effectively; read and understand English including engineering terminology and the quasi-legal terminology; assemble and analyze data and be able to understand the factors involved in appraising property and the principles underlying the appraisal process.

A high degree of analytical ability is required - various alternatives must be considered when preparing and appraisal to determine if the conclusions relate appropriately to the market. Keen analytical and problem-solving aptitude, along with the ability to exercise good professional judgement, is essential.

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 in any area of performance could cause the loss and/or delay of federal reimbursement, over run allocated funds, and could jeopardize or delay project delivery.

The Senior Right of Way agent is required to work independently with minimal guidance from his/her supervisor. The Senior Right of Way agent, under direction of the supervisor, is responsible for advising management on issues that are sensitive in nature. Failure to provide proper advice to management could result in inappropriate action(s) being taken against an employee, financial liability and/or discredit to the department. The Senior Right of Way agent must research existing policies and rules prior to making any recommendation(s) on how to handle any specific issue.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employees' confidential information may damage the Division of Right of Way's reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

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. Extensive contact with R/W Management, District Right of Way functional area personnel, Division of R/W, Legal Division, 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 may be required to sit for long periods of time using a keyboard and video display terminal. Possess the ability to move up to 35lbs. (Files, boxes, laptops, projectors and cumbersome plans).

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The employee must have the ability to conduct on-site reviews: i.e., measuring structures and evaluating property. Must be able to travel to remote locations in single duration. Must be able to evaluate properties for R/W railroad & utility 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 gatherings 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 the base of operations, employee 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.

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