

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE SENIOR RIGHT OF WAY	OFFICE/BRANCH/SECTION LA Office Of Right Of Way (R/W) and R/W Engineering	
WORKING TITLE SENIOR RIGHT OF WAY AGENT: RAP	POSITION NUMBER 907-400-4962	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 Supervising Right of Way Agent, the Senior Right of Way Agent (Sr R/W Agent) is responsible for directing and supervising staff engaged in Right of Way Acquisition and Relocation Assistance Programs (RAP). The Sr R/W Agent assigns, supervises, reviews and approves the work of subordinates; consults with and advises district management and may act as their direct representative in major program areas at either private or public meetings. As travel may be required in this position, a valid Driver's License is highly desirable.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Coordinate staff activities relating to the planning, directing, and relocation of displaced families, businesses, and personal items within partial acquisitions. Supervises staff activities related to preparation of relocation impact studies and relocation data related to Right of Way estimating.
25%	E	Directs staff regarding displaced family needs and oversees the preparation of last resort housing plans for the Project Delivery Team. Ensures displacees are advised of alternatives under Federal and State Relocation Assistance laws.
25%	E	Monitors and reviews for completeness and accuracy all documentation relating to payment of relocation assistance benefits. Provides training to Agents and advises other Project Delivery Chiefs regarding impacts of Relocation timelines on Project Delivery schedules. Responsible for approving or recommending approval of work products within delegated authority.
10%	E	Represents the District's Right of Way Division at various meetings with the general public, businesses, and local organizations, making presentations related to Relocation Assistance, as well as attending Project Development Team meetings.

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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position provides direct supervision over a unit of five Associate R/W Agents, and one R/W Agents.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This ability to reason logically and creatively and use a variety of techniques of productively resolve problems relating to functions supervised; present ideas and information effectively, write/review, edit complex written reports; establish project priorities, and maintains schedules.

Requires a thorough knowledge of State and Federal laws, rules and regulations, real estate laws and principles, real estate financing, escrow procedures and valuation and disposal of public land. The ability to resolve complex real estate title or easement problems. The ability to develop and conduct and indoctrination and training program for agents who are being rotated into the unit.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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

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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.

Errors in judgment and decisions regarding approving or recommendations for approval acquisition of real property through negotiated contracts or condemnation could adversely effect program performance. Error in judgment with regard to the maintenance of project scheduling which assures the receipt of Federal reimbursement could effect future funding. The success of the acquisition function is dependent upon the decisions and recommendations of the Senior R/W Agent and a wrong decision can adversely affect the delivery of a sufficient number of parcels. Inappropriate action regarding the above could cause failure of the sales program and result in citations pertaining to Streets and Highways Code Section 118.6.

PUBLIC AND INTERNAL CONTACTS

This position requires daily contact with Headquarters functional area reviewers, District Right of Way functional area personnel, Division of R/W, 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. Frequent contacts and close liaison is needed to assure program requirements are being met at all levels.

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).

The employee must have the ability to conduct on-site reviews: i.e., measuring structures and evaluating property. Must be able to drive to remote locations in single duration. Must be able to evaluate properties for R/W functional purposes including appraising, real estate negotiations, etc.

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 gathering 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 their base of their operation, employees 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 extremes of heat or cold.

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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.)

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