

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE SENIOR RIGHT OF WAY AGENT	OFFICE/BRANCH/SECTION DISTRICT 8 RIGHTOF WAY - APPRAISALS	
WORKING TITLE Senior Independent Appraisal Reviewer	POSITION NUMBER 908-400-4962-xxxx	EFFECTIVE DATE

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 Right of Way Deputy District Director (CEA A), the incumbent is responsible for independently reviewing very complex and technically detailed appraisals prepared by the Department's appraisal unit as well as appraisals prepared by private appraisers representing a property owner to identify and document differences in the appraisals to resolve disputes. The incumbent also acts as the primary staff specialist in the development and implementation of statewide appraisal policy, standards, procedures, training programs, legislation and intergovernmental agency liaison in assigned program areas. The incumbent represents the district on the statewide Functional Council for Appraisals.

TYPICAL DUTIES:

Percentage		Job Description
50%	E	Performs independent reviews, independent of the Appraisal Unit Supervisor, of State staff appraisals and appraisals prepared by private appraisers representing property owners for completeness, accuracy, and to ensure full compliance with the Code of Federal Regulations and State Laws. Prepares an unbiased independent report that documents the differences between State staff appraisals and property owner's appraisals. The incumbent acts as the primary staff specialist representing the district in the development and implementation of statewide appraisal policy, standards, procedures, training programs, legislation and intergovernmental agency liaison in the appraisal area. The incumbent represents the district on the statewide Functional Council for Appraisals.
25%	E	Incumbent is responsible for the successful completion of a major phase or phases involving Right of Way independent appraisal review activities. Oversight of Local Agency consultant appraisers and review of their appraisals. Advises district management and may act as their direct representative in appraisal matters at either private or public meetings.
15%	E	Reviews appraisal reports and valuation studies for subject property in conformance with accepted state and federal standards. Analyzes and interprets rates, land improvement ratios, gross income multipliers, land values, comparable sales analysis, matrix grids, documentation of economic rents, actual versus market lease rates, capitalization rates, income and expense statements, city population, city demographics, area and regional influences, zoning, highest and best use analysis, land analysis, commercial and industrial buildings units of comparison, and other related factors.
10%	M	Representative at various organizations/general public forums for example: <ol style="list-style-type: none"> 1. Makes presentations to the general public at public hearings. 2. Attends Project Development Team Meetings. 3. Contacts property owners to explain a project's affect on ownership. 4. Meets private property owners at site for inspection. 5. Explains project requirements and affect on value to private owners. 6. Gives a brief overview of Relocation Benefits to private owners. 7. Explains the Right of Way process to the general public. 8. Answers questions regarding the Eminent Domain process. 9. Attends meetings with the local agencies involved in the project. 10. Represents Right of Way at various other meetings, as necessary.

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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

None.

Performs independent technical review of appraisals prepared by private appraisers and State staff.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Thorough knowledge of State and Departmental policies and procedures; State and Federal laws, rules and regulations pertaining to acquiring property for public use. 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: in statutes relating to the California Department of Transportation and in the laws, policies, rules and regulations relating to the airspace process.

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

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decisions can adversely affect increase project costs due to condemnation activities, project delivery, 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.

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 Right of Way Management, District Right of Way and Design functional area personnel, Division of Right of Way, 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 35 pounds (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 travel to remote locations in single duration.

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 small 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.

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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 short 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