

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION District 11-Right of Way, Project Coordination Branch	
WORKING TITLE Project Coordinator - Local Programs/Estimating Services	POSITION NUMBER 911-400-4962-xxx	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 direction of the Deputy District Director of Right of Way (DDDRW), a Supervising Right of Way Agent, the Senior Right of Way Agent (Senior) will act as the Single Focal Point Project Coordinator for Right of Way and is responsible for tracking and coordinating all Right of Way work effort in District 11, including Local Programs and Estimating Services.

After two years in this assignment, the incumbent may be rotated to another position within the Division.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	E	The incumbent is responsible for providing training and direction, establishing work priorities, assigning projects, scheduling work, and monitoring resources and milestones to produce optimum results in an efficient and quantitative manner and reviews work on completion. Plans, directs, reviews and approves the work of Associate Right of Way Agent staff who perform estimating services. Plans, directs, reviews and approves the work of Branch staff.
		Responsible for monitoring Right of Way project delivery schedules, maintaining current dates and Right of Way remarks on Regional Project Development Status of Projects, Project Management Control System (PMCS), Project Resource and Schedule Management (PRSM) system, and Right of Way Management Information System (ROWMIS). Participate on Project Delivery Teams and Strategic Team Meetings. Provide current Right of Way project progress. With the assistance of the appropriate Branch Chiefs, negotiate work plans and agreements with Program/Project Management.
25%	E	Responsible for making recommendations regarding project delivery issues and initial project schedules to the DDDRW, and coordinate changes with Project Managers. In conjunction with the Planning and Management Branch Chief, recommend both total resource requirements and functional (organizational) placement of resources to DDDRW, including the identification and scheduling of oversight resources for special funded projects. Responsible for certification review and approval recommendation for all projects, including Local Program projects. Participate in regular Right of Way Status meetings.
20%	E	Acts as the initial and primary point of contact within the Division of Right of Way on all right of way project related matters (including utilities and railroad). These matters will include Right of Way's involvement in the initial scoping of a project at the Project Study Report (PSR) phase, right of way capital cost estimating at the PSR and the Project Report phases, Right of Way project scheduling and resource identification throughout the project development cycle, and general coordination between Project Managers and Right of Way on all project related functional matters.
10%	E	Provides Right of Way estimating services for all planning and preliminary engineering projects. Begins the coordination and activities of the assigned function with other district functions, local agencies, and headquarter functions.

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10%	M	Responsible for certification review and making recommendations to the DDDRW for Local Programs projects. Provides oversight of all Local Programs project activities related to right of way functions. Plans, directs, reviews and approves the work of one Associate Right of Way Agent who performs Local Programs work.
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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

This position supervises Associate Right of Way Agents and/or Right of Way Agents, analytical and clerical staff.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have a comprehensive knowledge of the Caltrans (capital) project delivery process and Right of Way's multiple activities and rolls in that process. Must know the roles and responsibilities of Project Managers, Project Engineers, the Project Management Control Branch, and functional managers. Must have a working knowledge of the Project Resource and Schedule Management (PRSM) tool used for project management efforts. Must have knowledge of the Federal and State laws and policies relating to the funding or programming of capital funds for project development. Must be able to analyze Right of Way work requests and translate them into resource requirements. Must be able to produce and interpret a variety of reports and provide the specific workload information to the Regional Division Chief, Right of Way and Senior Project/Program Management.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must make sound decisions on workload projections and assignments, balance work, recognize and recommend action on projects at risk, complete work in the most efficient and cost effective manner. Poor decisions may result in damaging external and internal relationships and may negatively impact programs and projects and thereby cost the District/ Department funds, time, effort and reputation.

PUBLIC AND INTERNAL CONTACTS

Routine contact with the District's Project Managers, Project Engineers, the Program Management Control Branch, the Deputy District Directors, and the District Right of Way Branch Chiefs and HQ Right of Way Section Chiefs. Contact with the public, public officials, consultants, and various District staff in the project development divisions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to handle emotionally charged situations in a calm manner, and resolve issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus, and develop and maintain cooperative working relationships. Individual must be able to work in an office environment which requires lengthy periods of time reading documents, inputting information to computer databases, and compiling reports. This is a deadline oriented environment, and individual must be able to work with other agencies and stakeholders to meet a deadline. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent may at times, be required to travel in state.

WORK ENVIRONMENT

Work will primarily be in the office setting with artificial light and temperature control, but may also have public contacts outside the office.

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)

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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