STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Right of Way Agent	D52 - Right of Way and Land Surveys	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Headquarter Utility Liaison	913-400-4962-001	12/17/2014

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 Office Chief, Office of Railroads and Utility Relocation, the Utility Liaison serves as a staff specialist reviewing and approving Region/District work products and procedures. The Utility Liaison advises on Region/ District work products and provides training to Region/District utility relocations personnel. As a staff specialist, the Utility Liaison will develop and implement statewide policy and procedures relevant to the utility relocation function.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Advise district staff, managers, and utility owner representatives on utility reloaction related policy and law. Incumbent will act as a liaison between: Utility owners representatives, Federal Highway Administration (FHWA), Legal, Audits, Accounting, and other Caltrans divisions statewide. Stay up to date on developments in state and federal law concerning utility relocations and disseminate changes in legal requirements to internal and external stakeholders.
20%	E	Conducts compliance reviews for the utility function to include review of: utility relocation plans and estimates, notices to owners, liability determinations, utility agreements, joint use agreements, consent to common use agreements, and Positive Location Service Contracts. Also included are the following post audit tasks: Region/District evaluations, evaluations of delegated approvals, and review of selected samples of right of way project certifications.
20%	E	Incumbent is responsible for preparing training materials and training District utility relocation staff members where needed.
10%	E	Reviews cooperative agreements which deal with utilities and recommends change when needed; serves as a member of the Encroachment Advisory Group; reviews proposed legislation and writes comments and makes recommendations for the Division of R/W; and has responsibility for maintenance of the R/W Utility Management System and utility function portion of other R/W systems.
10%	E	Writes policy and procedure for the utility relocation function. Products are instructional memoranda, Utility Reference Files, and preparation of instructions for the R/W Procedural Manual.
5%	M	Utility Liaison assists the districts in relocation plans and cost estimates' analysis to ensure the proposed relocations are the most economical and conform to state and federal policies on utility accommodation in highway rights of way.

[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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Utility Liaison must be classified as a Senior R/W Agent or on an eligible hiring list with the education and experience needed to meet the minimum specifications and qualifications for that classification.

The Utility Liaison must have knowledge of state and federal laws, policies, and procedures, which deal with utility

relocation. A general knowledge of the Department's project development and R/W acquisition processes is required. In addition, knowledge of both state and federal policies regarding accommodation of utilities within highway rights of way is needed.

The Utility Liaison must have the ability to communicate both orally and in writing, along with the ability to assist with training of district staff.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions involve the appropriate and/or legal use of transportation funds for utility relocations. An improper decision will cause inappropriate expenditure of public funds or may result in a loss of federal funds. Large sums are involved with individual transactions frequently exceeding $1 million and an annual program of +/- $50 million.

PUBLIC AND INTERNAL CONTACTS

There are very frequent internal contacts with personnel from all divisions within Project Development. In addition, there are frequent contacts with staff members and managers from Legal, Accounting, Audits, Computer Systems, and Permits. Occasionally, contacts with other Department personnel are required. Contacts with people outside the Department include FHWA staff, legislative analyst's staff, utility owner representatives, and occasionally a member of the general public. From time to time, utility relocation specialists from other states call or write to the incumbent.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The tasks performed by the Senior Right of Way Agent are complex, detailed, and varied, requiring independence of action and decision-making.

WORK ENVIRONMENT

While at your base of operation, you will work in a climate-controlled office between 64 and 84 degrees under artificial lighting. Some travel is 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