

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Right of Way Agent	D52/Right of Way/P&M/Project Coordination	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Project Coordination Liaison	913-400-4962-008	08/21/2014

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 general supervision of the Chief, Office of Planning and Management, the Senior Right of Way Agent provides staff assistance to Headquarters Division of Right of Way (R/W) and leadership to Region/District R/W as the statewide liaison for Project Coordination. In this capacity the incumbent may be required to perform one or more of the following: Represent Right of Way at quarterly VTC meetings, Project Change Request meetings, meetings with the Technical Advisory Panel (TAP) coordinator; monitor, analyze and report for the Contract for Delivery (CFD), Brokering Agreements, and Performance Reports, implement, develop and provide guidance on Risk Management, Quality Management and Final Cost Estimate (FCE), serve as the statewide single focal point for mitigation issues, prepare time sensitive responses to outside agencies.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Implement, develop, document and monitor Risk Management methods and techniques to identify, analyze and respond to project risk. Implement, develop, document and provide Quality Management methods to perform reviews and reports of district project management. Implement, develop, document, monitor and provide guidance for Right of Way Final Cost Estimate (FCE) for capital and support and coordinate with Project Management and other Right of Way functions, HQ and districts.
25%	E	Represent the Division of Right of Way on project management efforts including participation at quarterly VTC meetings, Project Change Request capital and support meetings and Technical Advisory Panel (TAP).
20%	E	Monitor, report, analyze, investigate and disseminate information for Contract for Delivery (CFD), Brokering Agreements and Performance Reports.
15%	E	Prepare responses to requests for time sensitive information from the Division of Right of Way from FHWA, PIO, LAO and other agencies.
5%	M	Serve as the statewide single focal point for mitigation in managing contracts with DPAC, mitigation banking issues and in the conveyance of mitigation sites to third parties.
5%	M	Perform special studies and prepare reports on various operational and organizational issues.

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

The incumbent does not supervise but may direct the activities of one or more Associate Governmental Program Analysts or others within the Office of Planning and Management and Project Coordination.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Specific requirements are stated in the specifications for the Senior Right of Way Agent classification. In addition, a general knowledge of the full range of Right of Way activities and specific knowledge of department programs. Knowledge of PMCS, CTIPS, PRSM, Discoverer, Advantage, Right of Way Manual, Project Management processes, Accounting Manual, and the Department's Project Development Procedures Manual is required.

Under the general direction of, and with little supervision by the Chief, Office of Planning and Management and Project Coordination, he or she must have the ability to work independently exercising judgment and initiative within established guidelines. The tasks performed by the Senior Right of Way Agent are complex, detailed, and varied. The work requires

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you to be innovative and creative because of the complex nature of the material.

The ability to effectively communicate orally and in writing is essential. The ability to perform analysis, write clear and effective reports, make clear and effective recommendations to management and others, and participate on or provide leadership to interdisciplinary teams is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for decisions, actions, and consequences related to developing and administering a range of project coordination policies, procedures and activities. Poor decisions, judgement and recommendations could result in the potential to jeopardize the Department's ability to meet delivery commitments and to realize maximum federal funding participation.

PUBLIC AND INTERNAL CONTACTS

Internal contacts may be made throughout Caltrans with employees, supervisors and managers at all levels. Contact with district Right of Way offices and other functional areas are frequent. Occasional contact with local and other agencies.

Public contacts may include the Federal Highway Administration.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

You may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

While at your base of operation, you will work in a climate-controlled office under artificial lighting. You may also be required to travel throughout the state on a regular basis.

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