

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION D52, Right of Way, Real Property Services	
WORKING TITLE Real Property Services District/Region Liaison	POSITION NUMBER 913-400-4962-XXX	EFFECTIVE DATE 08/05/2015

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 Office Chief for Real Property Services, the incumbent is responsible for acting independently as a Real Property Services District/ Regional Liaison for the policy development and active management of the Departments Property Management, Airspace and Clearance & Demolition Programs. The Real Property Services District/ Regional Liaison must demonstrate the application of knowledge, skills, tools, and techniques to project activities in order to meet or exceed stakeholder needs and expectations. The Real Property Services District/Region Liaison is responsible for the general administration of the Right of Way Property Management Data System (RWPMS). The Real Property Services District/Region Liaison needs to possess a working knowledge of technology applicable to his/her specialty area. He/she should also be able to Demonstrate excellent analytical skills in, but not limited to, the following areas: delegation, team development, performance management, and discipline.

TYPICAL DUTIES:

Percentage		Job Description
20%	E	Develops statewide Property Management, Airspace & Clearance & Demolition policies and procedures.
20%	E	Interprets and implements legislation, policies, procedures, regulations and R/W Manual revisions for the Property Management, Airspace & Clearance & Demolition functions for the assigned Districts/ Regions.
20%	E	Assists and reviews the timeliness and accuracy of the data entry in the RWPMS for assigned Districts/ Regions.
15%	E	Reviews and approves nonstandard terms and conditions in Property Management and Airspace leases, contracts and other documents for assigned Districts/ Regions after consulting with various Right of Way functions along with other Headquarters functions such as; Legal, Accounting, DPAC, Environmental, Design, Traffic Ops, Maintenance & Project Delivery.
10%	E	Interacts with outside Agencies both public and private on Property Management, Airspace & Clearance & Demolition issues that affect policy and procedures for said functions.
10%	M	Performs staff assistance and Quality Reviews for the assigned Districts/ Regions.
5%	M	Provides ad hoc reports and analysis as required to meet information needs of the Directorate, Agency, other State Departments and the Legislature.

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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess a thorough knowledge of real estate principles, project programming and delivery processes, and analytical skills sufficient to conduct complex financial, economic and political evaluations contemplating the highest and best use, value and development potential of Department real property.

The incumbent must have a thorough knowledge of real estate finance and well-developed skills in adversarial negotiations are also necessary. It is essential that the incumbent have the ability to analyze project pro-forma and act as

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a negotiation team leader, write reports dealing with complex and sensitive subjects, work effectively with others as a member of an interdisciplinary team, or work independently to deliver required outcomes.

The incumbent must be familiar with the Department's mission and goals and be able to recommend policies and guidelines, which will provide a framework for all levels of the Department to develop an effective management process.

The incumbent is required to adopt, where possible, methods and procedures to new assignments and find solutions for those problems where no solutions presently exist. Review will be primarily administrative, with principle emphasis on production, performance, accomplishment and compliance with manual.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent develops and implements regulations, policies and procedures for a complex, highly sensitive and visible program. Poor decisions, judgments or recommendations will result in criticism of the Department by legislators. Little Hoover Commission, California Transportation Commission, special interest groups and the public in general, as well as by the many corporations, firms and individual businesses who will invest heavily in the services provided by the programs. The loss of support of these groups could result in the loss of significant income or proscription of Department prerogatives.

PUBLIC AND INTERNAL CONTACTS

The incumbent works closely with other Headquarters and District/Region personnel in Right of Way, Legal, Maintenance, Traffic Operations, and various other Divisions within the Department and in the Districts/Regions; the Federal Highway Administration; local governmental agencies; legislators; private firms; individuals and special interest groups.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to reason logically, creatively, and use sound analytical and management techniques to successfully fulfill the mission of the Real Property Services Program. It is imperative that the incumbent has the ability to reason logically and creatively as well as use a variety of analytical techniques to develop recommendations and/or implement an effective course of action to address complex project issues. The incumbent may also function as a negotiation team leader and must work effectively with others as a member of an interdisciplinary team, or work independently to deliver desired outcomes. The incumbent may be required to sit for prolonged periods of time using a computer keyboard and monitor.

WORK ENVIRONMENT

The duties of this position are performed mainly in a climate-controlled office setting with artificial lighting, of mixed hard-walled and modular furniture design. This position requires occasional travel to the districts/regions to monitor, evaluate, and assess the Department's assets, and provide training to District staff. Travel outside of the office is conducted in either a personal or state-owned vehicle, or other modes of public transportation (i.e. airplane, rail). The primary workspace is of modular design, containing computer and telecommunications equipment.

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
