

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE Senior Right of Way Agent	DISTRICT/DIVISION/OFFICE Office of Right of Way (Eureka)	
WORKING TITLE Senior Right of Way Agent – Project Delivery	POSITION NUMBER 927-400-4962-xxx	EFFECTIVE DATE September 2014

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 guidance and direction from the Assistant Right of Way Division Chief, the incumbent is responsible and accountable for delivery of all functional aspects of an assigned project. Incumbent will directly supervise and review activities of staff in areas that include Project Estimates, Appraisals, Acquisitions, Utilities, Railroads, Condemnation, Relocation Assistance, and Certifications.

TYPICAL DUTIES:**PERCENTAGE****JOB DESCRIPTION**Essential (E)/Marginal (M)¹

- 40% (E) Assign, monitor, review and control Right of Way work products in areas including Right of Way estimates both support and capital, permits to enter, relocation studies, relocation assistance, appraisals, acquisitions, railroads utilities, resolutions of necessity, real property services including excess lands, airspace, property management, clearance and demolition and fair market rent determinations, project coordination and planning and management. May assign, review and approve property acquisitions documents and insures Regional, State, and Federal policies are followed. Manages mitigation needs as they pertain to Right of Way. Coordinate with Environment Division and Project Development Team to identify and acquire needed lands and mitigation credits. Responsible for workload balancing and project assignments to staff on current and anticipated Right of Way projects. Schedule, assign, review and approve Right of Way Project Delivery work. Ensure all Right of Way commitments and deadlines are met. Work closely with Regional Right of Way Project Coordinator on developing workplans, statusing projects, project performance reporting and workload balancing.
- 30% (E) Act as the Task Manager for Right of Way "Work Break Down Structure" (WBS) activities. Actively establish, monitor and control support cost expenditures as part of the delivery of Right Way work products. Ensure assigned projects are delivered within the allocated support program. Works closely with Program/Project Management to assure

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

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- needed Right of Way Capital is programmed and allocations requested to meet project delivery commitments. Review and comment on Project Initiation Documents, Project Reports, and other project reports requiring Right of Way input.
- 20% (E) Provide project performance reporting by ensuring team representation at all Right of Pre-Status and Project Development Team meetings. Respond to request for information by the Right of Way Division Chief and the Regional Project Coordinator of Planning and Management.
- 5% (E) Provide the Division Chief with current and projected workload and project delivery status and reports. Participate in management and project status meetings. Coordinate Right of Way issues with Headquarter, Regional and District personnel.
- 5% (M) Act as a Right of Way representative at public or private meetings or hearings. May perform other duties or special assignments as requested.

SUPERVISION EXERCISED OVER OTHERS

Directly supervises a group of Right of Way Agents at the entry and Associate level performing project delivery functions.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

This position requires a thorough knowledge of all R/W activities, general knowledge of the project development process and working knowledge of the principles of public administration and supervision; goals, objectives, policies, organization and procedures of Caltrans and the North Region as related to the Right of Way effort in transportation facility planning, development, construction and maintenance; the Department's and Region's safety, health, equal opportunity and labor relations program objectives and the processes available to meet these program objectives; ability to plan, organize, direct and make decisions involving the work of a Right of Way staff; understand property values and the effect of economic trends upon value and price and on the cost of construction of improvements.

Must have the ability to analyze the complex rules and regulation of the State and other public agencies. Must have thorough understanding of real property and eminent domain laws and their application. Must have the ability to analyze statistical reports and make judgments and pursue courses of action that are appropriate and cost effective. Must have knowledge of accepted appraisal methodology and ensure compliance with State and Federal regulations.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Responsible for Right of Way project delivery on assigned projects. Consequences of failure in this responsibility can result in the loss of, or failure to meet target dates for the construction of a project. This could disrupt community plans and statewide funding and planning schedules, and could result in additional project, program costs, and possible loss of Federal participation.

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PUBLIC AND INTERNAL CONTACTS

Must have the ability to confer with all levels of management and employees concerning the functions of this position. Must have the capability of developing and maintaining rapport with Headquarters Right of Way, other district functions, public agencies and the general public.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to move large or cumbersome plans and diagrams from one location to another.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. 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, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE

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