

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Right of Way Agent	D3/North Region Division of Right of Way (Eureka-0409)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Right of Way Agent - Project Delivery	927-400-4962-xxx	

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 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
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, stusing 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 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.

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

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

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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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.

Incumbent must have the ability to analyze the complex rules and regulation of the State and other public agencies. Incumbent 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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is 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.

PUBLIC AND INTERNAL CONTACTS

Incumbent must have the ability to confer with all levels of management and employees concerning the functions of this position. Incumbent 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, 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.