

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE SENIOR RIGHT OF WAY	OFFICE/BRANCH/SECTION LA Office Of Right Of Way (R/W) and R/W Engineering	
WORKING TITLE SENIOR RIGHT OF WAY AGENT: Local Programs & RR	POSITION NUMBER 907-400-4962-	EFFECTIVE DATE

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 direction of the Supervising Right of Way Agent, the Senior Right of Way Agent (Sr R/W Agent) is responsible for directing and supervising staff engaged in Right of Way Local Programs & Railroad. The Sr R/W Agent assigns, supervises, reviews and approves the work of subordinates; consults with and advises district management and may act as their direct representative in major program areas at either private or public meetings. As travel may be required in this position, a valid Driver's License is highly desirable.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Performs duties as liaison on matters between the District Division of Right of Way, and outside entities. Oversees the review of Right of Way responsibilities and functions on State highways and freeways to ensure compliance with applicable laws, policies, and procedures. Consults with the Federal Highway Administration, with Headquarters Right of Way, adjoining Districts, and other involved agencies, organizations, or municipalities, as necessary pertaining to the oversight and administration of projects on State highways and freeways to ensure statewide uniformity. Responsible for the collection of data and preparation of reports, as required by Headquarters Right of Way and other agencies, organizations, etc., joined in the project. Responsible for coordination of pre-qualification process with local agencies with Right of Way programs in federal funded projects. Review Right of Way activities performed by local agencies of Federal-aid routes under their jurisdiction, ensuring compliance with applicable Federal Statutes, policies and procedures. This includes the processing of local agency Right of Way Certification and other related documents.
30%	E	Performs required negotiation activities to process agreements with Railroads and other property owners relating to the acquisition of properties needed for highway projects or departmental uses in the District, as well as on projects for those counties, local agencies, cities and districts with whom we have cooperative agreements to implement acquisition programs.
15%	E	Responsible for the liaison of local government entities with which Caltrans has contracted to perform right of way work on a reimbursable basis and for the coordination of such work.
15%	E	Provide policy and procedural guidance on local agencies' and highway improvement projects for compliance with state and federal requirements. Coordinates request from Project Development to Headquarters Structures and Agreements Section for a determination of possible railroad involvement on all State Highway Projects.
10%	M	Recommends revision to established procedures to meet the goals and objectives of the Districts Right of Way Program and initiating new or revised District procedures.

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.

ADA Notice

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position directly supervises a unit of Associate R/W Agents, R/W Agents and support staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of State, Federal, and local laws, regulations, and policy pertaining to the securing of right of way; e.g. appraisal, acquisition, condemnation, relocation, and land title issues; property values, land development, and investment practices.

Knowledge of the policies, procedures, and functions of the Federal Highway Administration, and California Transportation Commission relative to right of way activities. The goals, objectives, policies, organization and procedures of the Department of Transportation as related to right of way activities and their impact upon the community and the environment; general management principles and practices; management problem-solving methods; principles and practices of disseminating public information. The Department's safety, health, affirmative action and labor relations program objectives; a supervisor's role in safety, health, affirmative action and labor relations and the processes available to meet these program objectives.

Ability to, and be skilled in, communications both written and verbal. Ability to read design plans and right of way maps in order to verify accuracy of deeds and other descriptive documents; to analyze specific acquisition situations and prepare contracts to fit the situation. Ability to plan, organize, direct and make decisions involving the work of a right of way staff; and to effectively contribute to the Department's safety, health, affirmative action and labor relations program objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires a high level of technical ability to analyze the Right of Way Implications on projects as well as to formulate function scheduling, to evaluate progress, and to promulgate concepts. Failure to resolve project delivery issues on schedule count adversely affect the utilization of funds, delay projects, increase right of way costs, permit low quality work on management of public monies, and could jeopardize the securing of state and federal funds.

The Senior Right of Way agent is required to work independently with minimal guidance from his/her supervisor. The Senior Right of Way agent, under direction of the supervisor, is responsible for advising management on issues that are sensitive in nature. Failure to provide proper advice to management could result in inappropriate action(s) being taken against an employee, financial liability and/or discredit to the department. The Senior Right of Way agent must research existing policies and rules prior to making any recommendation(s) on how to handle any specific issue.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employees' confidential information may damage the Division of Right of Way's reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

The position requires daily contact with Vendors, project delivery team members, attorneys, and Headquarters Legal and Accounting staff. These contacts will be personal, verbal or written, as needed, to perform assignments. Frequent follow-up is needed to assure program requirements are met at all levels. Public contact is minimal.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for long periods of time using a keyboard and video display terminal. Possess the ability to move up to 35lbs. (Files, boxes, laptops, projectors and cumbersome plans).

The employee must have the ability to conduct on-site reviews: i.e., measuring structures and evaluating property. Must be able to drive to remote locations in single duration. Must be able to evaluate properties for R/W functional purposes including appraising, real estate negotiations, etc.

The employee must have the ability to sustain the mental activity needed for report writing, auditing, problem solving, analysis and reasoning. Possess the ability to focus on single tasks, as well as multi-tasks when necessary.

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Must be able to give oral presentations to gathering of various sizes and at various levels of the Department. Must be composed and articulate in meetings and in telephone conversations. Must be able to respond to changing work priorities.

WORK ENVIRONMENT

While at the base of their operation, employees will work in a climate-controlled office under artificial lighting. Work area may or may not have access to a window. He/She will also use a telephone, office equipment (such as a copier, fax, typewriter, label machine, etc) and sit at a computer keyboard and video monitor for long periods of time. Employee will also be required to travel.

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