

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst (General)	OFFICE/BRANCH/SECTION District 8/Right of Way/Condemnation	
WORKING TITLE SSA - Condemnation	POSITION NUMBER 908-400-5157	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 direction of a Senior Right of Way (R/W) Agent, the the Staff Services Analyst (SSA) role is to assist the District 8 Right of Way Division with the Condemnation program. Assists in providing analytical and administrative support for eminent domain and inverse condemnation activities. Maintains both manual records and electronic databases, keeping them current and complete.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
65%	E	Assists R/W staff with a broad range of administrative support duties related to the adoption of the California Transportation Commission (CTC) Resolution of Necessity, legal liaison activities, inverse condemnation activities, and expert witness contract management activities.
		Assists in the development, production, and maintenance of essential R/W Condemnation, R/W Inverse Condemnation, and Expert Witness Contract spreadsheets for the purpose of analytical study and to continually formulate procedures, policies, and program alternatives for monitoring and tracking production and the critical time lines and milestones pertinent to litigation involved in eminent domain and inverse condemnation actions.
		Reviews and analyzes critical milestone dates and ensure pertinent documents are entered into the Right of Way Management Information System (ROWMIS). Performs research using ROWMIS and County Court websites for status of cases and projects. Makes recommendations on a broad spectrum of administrative and program-related problems.
		Assists in monitoring and tracking expenditures for miscellaneous expenses involved in the litigation of eminent domain and inverse condemnation cases including fees for court reporters, jury fees, legal services, advertising for effectuating service, expert witness fees, court exhibits, publication fees, service expenses, etc.
		The tasks above require familiarity and skill to work in database software such as Excel, Word, ROWMIS, and Project Resource and Schedule Management (PRSM).
20%	M	Maintains an organized work space and an organized Condemnation File system. Assists in the proper closing of eminent domain and inverse condemnation cases with appropriate legal documents so that the Department maintains perfect title over operating R/W. Logs, sorts, enters, and verifies all aspects of information and documentation for ROWMIS.
15%	M	Works closely with R/W Acquisition, R/W Appraisals, Los Angeles Legal Division, San Diego Legal Division, R/W Headquarters, Local Partners, and Accounting to ensure all settlement documents are processed and posted to the responsible party in order to secure capital funding reimbursement if warranted.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires the ability to compile and analyze data, reason logically, speak, and write skillfully; the ability to understand verbal and written instructions, use a variety of techniques to proactively resolve problems, and make appropriate recommendations. As indicated above, the incumbent must have good working knowledge of various computer applications such as spreadsheets, word processing, and data management programs. Must have ability to review funding allocations and notify management of shortfalls.

Requires the ability to work and think independently and interface successfully with others within and outside of R/W. Must have the ability to interpret and apply Department rules and procedures, meet deadlines, develop and present ideas and information effectively both orally and in writing. Must be able to verbally explain Condemnation rules and requirements to staff in various Departments. Must be composed and articulate and professional in meetings and in telephone conversations. Must be able to respond to changing work priorities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment when monitoring important project dates including the California Transportation Commission (CTC) Calendar or R/W Certification dates could reflect badly on the State and result in R/W failure, illegal condemnation activities, ineffective possession dates, and expensive construction delay costs.

Failure to certify R/W when required will diminish credibility with R/W Headquarters, District Directors, Deputy Directors, Legal Division, and outside clients. Continual follow up to ensure parties are served and legal documents are filed and recorded are required to ensure desired results.

Failure to perform in a competent manner will create a poor working relationship with R/W, Legal Division, other Caltrans' departments, and could lead to Project failure.

PUBLIC AND INTERNAL CONTACTS

This position requires daily contact with State Attorneys, Caltrans' personnel, Local Partners, vendors, project delivery team members, Headquarters Legal, Headquarters R/W, and Accounting staff. These contacts may be in person, verbal, or written as needed to perform assignments. Frequent follow-up is needed with contacts to ensure program requirements are met at all levels.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements include the ability to: file, use various types of copy and facsimile equipment, sit for long periods of time using a keyboard and video display terminal, and work in a climate-controlled office building under artificial lighting. Mental requirements include the ability to: be flexible; maintain cooperative working relationships and remain calm, patient, professional when dealing with the public and others.

The incumbent will need to access files requiring bending, stooping, and reaching. Must possess the ability to wheel/move carts and lift up to 30 pounds (e.g., files, legal briefcase, boxes, laptops, projectors, cumbersome plans, etc.). Must have the ability and energy to sustain the mental activity needed for report writing, contract preparation, auditing, problem solving, analysis, and reasoning. Must possess the ability to focus on a single task as well as multiple tasks when necessary.

WORK ENVIRONMENT

While at the base of his/her operation, 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, scanner, label machine, etc.) and sit at a computer keyboard and video monitor for long periods of time.

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.)

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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