



# RIGHT OF WAY AGENT OPEN STATEWIDE FINAL FILING DATE: MARCH 01, 2007

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

<b>OPEN</b>	Applications will be accepted on an open basis only.		
<b>HOW TO APPLY</b>	<p>Applications (STD 678) must be <b>RECEIVED OR POSTMARKED</b> no later than the final filing date. <b>FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.</b> Applications postmarked <b>AFTER THE FINAL FILING DATE</b>, personally delivered or received via interoffice mail <b>AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>FILE BY MAIL:</b> Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036 </td> <td style="width: 50%; vertical-align: top;"> <b>FILE IN PERSON:</b> Department of Transportation 1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor Sacramento, CA 95816 (916) 227-5181 </td> </tr> </table> <p><b>SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES.</b> Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at <a href="http://www.dot.ca.gov/hq/jobs">www.dot.ca.gov/hq/jobs</a> on the Internet.</p>	<b>FILE BY MAIL:</b> Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036	<b>FILE IN PERSON:</b> Department of Transportation 1727 30 <sup>th</sup> Street, 1 <sup>st</sup> Floor Sacramento, CA 95816 (916) 227-5181
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<b>REASONABLE ACCOMMODATION</b>	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857.		
<b>SALARY RANGE</b>	A: \$3004 - \$3479                      B: \$3715- \$4516		
<b>WRITTEN TEST DATE</b>	The written test is scheduled for May 19, 2007.		
<b>REQUIRED IDENTIFICATION</b>	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.		
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<p><b>NOTE:</b> All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p><b>NOTE:</b> All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. <b>Applications/resumes received without this information will be rejected.</b></p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.</p>		
<b>MINIMUM QUALIFICATIONS</b>	<p style="text-align: center;"><b>Either I</b></p> <p>One year of experience in the California state service performing the duties of a Caltrans Administrative Technician, Range B, in an assignment involving completion of a formal training plan with emphasis on real estate related topics and rotation to at least three of the following four major Right of Way functional areas: Appraisals, Acquisition, Relocation Assistance and Property Management.</p> <p style="text-align: center;"><b>Or II</b></p> <p><b>Experience:</b> Two years of experience performing appraisal or acquisition work involving fair market value as applied to transfer and sale of real property. (Experience in real estate sales or transfers will not be considered equivalent to the appraisal or acquisition work referred to in this requirement.) <b>and</b></p> <p><b>Education:</b> Equivalent to completion of an Associate of Arts Degree. (Additional qualifying experience may be substituted on a year-for- year basis.)</p> <p style="text-align: center;"><b>Or III</b></p> <p><b>Education:</b> Equivalent to graduation from college. (Registration as a senior in an accredited college or university or a college or university approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310(b), will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)</p>		
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	Require an interest in and aptitude for real property negotiations and appraisal work, sales ability and the ability to make effective oral presentations before the public, willingness to work at odd hours, and to travel throughout the State.		

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

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**POSITION DESCRIPTION** This is typically the entry level and training class of the series. Incumbents, under the close supervision of a higher level Right of Way Agent, assist in the various programs and duties of the Right of Way Department while receiving formal and rotational on-the-job training in the major functional areas of appraisals, acquisitions, relocation assistance, utility relocation and property management. They participate in the appraisal process as trainees, perform routine office and field duties involved in the acquisition program, become familiar with the activities involved in management, rental, and disposal of property and participate in the gathering of data pertinent to relocation and moving problems of highway displaces. Decision-making actions are generally restricted and public and interdepartmental contacts are closely supervised. Typically, Right of Way Agents are capable of some independent action under general supervision. They receive close supervision on projects and activities requiring greater responsibility and technical competence. Decision-making actions are supervised and reviewed. They participate in the appraisal process and in making analytical decisions and evaluating problems, negotiating with property owners on routine acquisitions, offering routine relocation assistance and assisting in studies of housing availability. Incumbents will assist in the various activities of the Right of Way Program while receiving formal and on-the-job training in one or more of the major functional areas of appraisals, acquisition, relocation assistance, property management, airspace development, excess land sales, utility relocation and planning and management. Incumbents are assigned progressively more complex right of way work as their competence increases.

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**EXAMINATION INFORMATION** This examination will consist of a written test, with three segments, weighted 100%. In order to obtain a position on the eligible list, candidates must pass each of the three segments to attain a passing score.

**WRITTEN TEST – WEIGHTED 100%**

**Scope:**

**A. Knowledge of:**

1. Analytical methods and information sources which will be used to perform tasks such as appraisal report formulation and preparation.
2. Basic arithmetic.
3. Basic algebra.
4. Basic geometry.

**B. Ability to:**

1. Speak and write English clearly and effectively.
2. Read and understand English including engineering terminology and the quasi-legal terminology found, for example, in statutes relating to the California Department of Transportation and in the laws, policies, rules and regulations relating to the appraisal and acquisition of property for public purposes.
3. Common methods of describing real property.
4. State and Federal relocation assistance requirements.
5. Assemble and analyze data and be able to understand, for example, the factors involved in appraising property and the principles underlying the appraisal process.
6. The effect on property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments.
7. Make accurate mathematical computations and calculations.
8. Reason quickly, logically, and creatively in unique and stressful situations.
9. Establish and maintain cooperative relationships with individuals contacted in the course of their work, an example of which is the ability to conduct successful right of way negotiations with the public and with representatives of other governmental organizations.
10. Follow directions.
11. Organize workload.

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**ELIGIBLE LIST INFORMATION** An open eligible list will be established for the Department of Transportation. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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**CAREER CREDITS** Career credits are not granted in open examinations.

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**VETERANS PREFERENCE POINTS** Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.**

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**GENERAL INFORMATION**

It is the candidate's responsibility to contact the Caltrans Office of Examination Services in Sacramento, at (916) 227-5181 three business days prior to the written test date if he/she has not received his/her notice.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at [www.dot.ca.gov/hq/jobs](http://www.dot.ca.gov/hq/jobs) on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Veterans Preference:** California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 8- 498-7858 or TTY (916) 227-7857 / Calnet 8- 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.