### Working Title of Position
**Associate Right of Way Agent**

### Division and/or Subdivision
**Management Services/Technical Services**

### Location of Headquarters
1131 S Street

### Class Title of Position
**Associate Right of Way Agent**

### Position Number
541-025-4965-XXX

### Effective Date
December 1, 2021

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#### Percentage of Time Required

<table>
<thead>
<tr>
<th>Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>50%</strong> Under general direction of the Supervising Right of Way Agent, the Associate Right of Way Agent independently works on complex and sensitive real estate projects; must have knowledge pertaining to policies and practices of land acquisition and rights-of-way in the State of California; real property appraisal and negotiation principles, practices, and procedures; legal procedures and documents necessary for real property transactions; and the effect of economic trends on real property values. The incumbent must be versed in the distribution of power and authority regarding real property transactions including sound knowledge of all relevant California government codes, policies, and procedures affecting real property transactions for CAL FIRE, including the Government Code, Public Resources Code, State Administrative Manual, California Code of Regulations, DGS processes and authority, CAL FIRE processes and authority, and CAL FIRE delegated authority.</td>
</tr>
<tr>
<td><em>Acts as lead in managing scope, schedule and budget for real property transactions in support of CAL FIRE’s Capital Outlay program; identifies and uses the appropriate authority to facilitate real property transactions and project coordination; advises management on issues involving land acquisition, leasing and rights of way; provides real property expertise in accordance with industry standards, best practices, and law; negotiates agreements, oversees work involving valuation, appraisals, permitting and surplus property; plans and carries out policy analysis to anticipate changing conditions that impact budgets; ensures all agreement and contract documents are accurate and complete with terms that protect the interests of CAL FIRE and the State of California; represents CAL FIRE in real property matters through written and verbal communications.</em></td>
</tr>
<tr>
<td><em>These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</em></td>
</tr>
</tbody>
</table>

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**Equal Employment Opportunity (EEO) Statement:** All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

**Job qualifications and/or conditions of employment:** Communicate effectively at a level appropriate to the classification. Travel and work overtime as needed. Present self professionally. Effectively handle stress and deadlines.

"We have discussed this document in its entirety and understand the duties of this position."
Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

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<th>Percentage of Time Required</th>
<th>Duties and Responsibilities</th>
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<td>40%</td>
<td>Identifies operational and program enhancement requisites relating to CAL FIRE real property transactions; assists in the development of real property operational processes, policies, and procedures; implements CAL FIRE program enhancements for real property transactions; performs document review, and Fi$CAL data entry; researches land records; conducts due diligence research; participates in site visits and inspections; reviews transactions for compliance with the State Administrative Manual and various State and Federal codes and regulations.</td>
</tr>
<tr>
<td>10%</td>
<td>Analyzes proposed and enacted legislation and assists in the development of legislative proposals and makes recommendations that may affect CAL FIRE’s real property; represents CAL FIRE’s concerns about real property issues at various meetings with presentations, verbal communications, and written reports; attend State Public Works Board meetings as required.</td>
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