

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Wildlife Conservation Board (WCB)	POSITION NUMBER (Agency-Unit-Class-Serial) 567-001-4961-XXX
UNIT NAME AND LOCATION Land Acquisition Unit, 715 P St., 17th Floor, Sacramento, CA 95814	CLASS TITLE Supervising Right of Way Agent
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the general direction of the Assistant Executive Director, the Supervising Right of Way Agent manages the land acquisition program, supervises land acquisition staff; and assists and oversees the evaluation, development and analysis of special issues and projects relating to the acquisition program at WCB.
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PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
40%	ESSENTIAL FUNCTIONS: Supervises subordinate staff to manage and oversee scopes, schedules and budgets for real property transactions in support of WCB's Capital Outlay program; directs work involving valuation, appraisals, permitting, and surplus property; plans and carries out policy analysis to anticipate changing conditions that impact budgets; ensures all negotiated agreements and contract documents are accurate and complete with terms that protect the interests of WCB and the State of California; reviews real property transactions for quality assurance and to certify compliance with the State Administrative Manual (SAM) and applicable State and Federal codes and regulations.
40%	Advises management on complex issues involving land acquisition, leasing, and easements. Provides real property expertise in accordance with industry standards, best practices and law; identifies and uses the appropriate authority to facilitate real property transactions and project coordination; develops real property operational processes, policies, and procedures; identifies operational and program improvement opportunities to enhance WCB's real property management and transaction processes; implements program enhancements; participates in site inspections and site searches for selection and acquisition purposes.
15%	Utilizing verbal communications, written reports, and other presentation methodologies, represents WCB's concerns regarding real property matters to stakeholders, partners, clients and participating entities to explain, interpret, and advocate for WCB's real property policies and programs; attends State Public Works Board meetings as required; develops and recommends positions on proposed legislation which may affect WCB's real property and areas of program responsibility
5%	NON-ESSENTIAL FUNCTIONS: Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of WCB's goals and objectives.

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	<p>WORKING CONDITIONS:</p> <p>Open-spaced partitioned office with artificial lighting. Monthly overnight travel throughout the state may be required. Currently this position is able to be fulfilled from a home office under a WCB telework agreement. The Wildlife Conservation Board and this position are based at 715 P Street, Sacramento, CA.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
<p>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</p>		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE