

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Right of Way Agent	OFFICE/BRANCH/SECTION D12/Office of Right of Way	
WORKING TITLE Associate Right of Way Agent	POSITION NUMBER 912-400-4965-007	REVISION DATE

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of a Senior Right of Way Agent, the Associate Right of Way Agent will be engaged in a variety of full journey level Right of Way activities for the District 12 Office of Right of Way. The incumbent will have varied assignments (rotations) to reflect training needs and variations in District workload. Incumbent will be assigned duties in one or more Office of Right of Way functional areas.

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.

CORE COMPETENCIES:

As an Associate Right of Way Agent, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - People First, Pride)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Innovation, Integrity)
- Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Employee Excellence - Collaboration, Integrity, Pride)
- Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety, Employee Excellence - Innovation, Pride)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Integrity, People First)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Pride)
- Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Employee Excellence - Collaboration, Integrity, Pride)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation, Integrity)
- Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Innovation, Pride)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

40%	E	<p>APPRAISALS - Prepare appraisals of all types of real property and interests needed for transportation projects or Departmental uses in District 12, as well as on projects for those counties, local agencies, cities and Districts with whom Caltrans has cooperative agreements to perform appraisal programs. Assists in the valuation process for development of freeway lease areas (airspace) and excess land for disposal. Prepares Replacement Valuation Reports which are used to calculate monetary replacement housing entitlement of eligible residential displacees.</p> <p>Specific tasks include: Secure and examine Title Reports; personal inspections of property and interviews with owners; preparation of plot plans, descriptions, and area calculations for building improvements; gathers and verifies market data; interviews real estate brokers, public agency staff, buyers and sellers; analyzes and interprets data; and contributes to the preparation of written valuation reports.</p> <p>Monitors activities of local agencies and their valuation processes pursuant to State and Federal requirements. Prepares dollar estimates of properties needed for future projects.</p>
30%	E	<p>LOCAL PROGRAMS - Acts as liaison on Right of Way matters between Right of Way and outside entities ie. Local Public Agencies (LPA's). Oversees the review of Right of Way activities by LPA's for projects on and off the State highway system to ensure compliance with applicable laws, policies, and procedures. Consults with Headquarters, other Districts, the Federal Highway Administration, and others as necessary on matters pertaining to the oversight and administration or projects by others on State highway and freeways to ensure statewide uniformity.</p> <p>Reviews Right of Way activities for Federally funded projects by LPA's for off-system projects under their jurisdiction, and ensures compliance with applicable Federal Statutes, policies and procedures. This review includes the processing of LPA's Right of Way Certification and other related documents. Responsible for the collection of data and preparation of reports, when requested by Senior Right of Way Agent, Headquarters Right of Way, and others.</p> <p>Provides policy and procedural guidance on complex LPA highway improvement projects for compliance with California State Law and Federal Law (Code of Federal Regulations), and the Uniform Act.</p>
10%	E	<p>UTILITY RELOCATIONS - Performs functions relating to relocation or removal process of utility facilities that are either in physical conflict or in violation of Caltrans' utility accommodation policy for transportation projects.</p> <p>Prepares and assists in establishing, documenting and maintaining mandatory Utility files. Thoroughly document each action taken over the life of a project as there is much diversity and complexity involved in the utility relocation process. Documents in the diary any discussion, meeting, file review, or field review on the project as a diary is a critical part of the utility file. Attends Project Delivery Team meetings and Construction Kick Off Meetings to communicate important utility relocation information.</p>
10%	E	<p>ACQUISITONS - Performs functions relating to acquisition of properties needed for transportation projects or Departmental uses in District 12, as well as on projects for those counties, local agencies, cities and districts with whom we have cooperative agreements to implement acquisition programs.</p> <p>Negotiate the purchase or donation of land and improvements. Examine and interpret property records and title reports. Prepares and executes necessary documents for the conveyance of real property. Responsible for full preparation of Memorandum of Settlements and records documenting each transaction. Maintains and keeps records, files and statistical data in connection with the acquisition function.</p>
10%	M	<p>TITLE AND ESCROW - Secures, examines and interprets title and property reports. Manages and opens all escrows for acquisition of real property by the District. Tracks progress of escrows held by outside/ contractor/title company. Keeps all parties apprised of the escrow process and answers any questions/ concerns and provides pertinent information to involved parties.</p>

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.

POSITION DUTY STATEMENT

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

No Supervisory Responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have thorough knowledge of Federal and State laws, rules, and regulations, and policy guidelines relative to right of way matters, as well as the policies and procedures of the California Transportation Commission and the Department of Transportation. Must have specific knowledge of real property law, eminent domain law, and appraisal terminology and methodology.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decision making can adversely affect and increase project costs due to condemnation activities, project delivery, loss of Federal funds and decreased Regional productivity. Failure in any area of performance could cause the loss and/or delay of federal reimbursement, overrun allocated funds and could jeopardize or delay project delivery.

PUBLIC AND INTERNAL CONTACTS

Incumbent in this position requires extensive public contact representing the Department in dealing with property owners, tenants, the public, and other public agencies. There may be contact with R/W management, District Right of Way functional area personnel, Division of R/W, local government entities, County and city officials, Federal Highway Administration and other public agencies. Internal and external contact will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time using a keyboard, video display terminal, laptop and telephone. Possess the ability to move up to 25lbs. (Files, boxes, laptops, projectors and cumbersome plans).

Must have the ability to conduct on-site reviews, i.e., measuring structures and evaluating property. Must be able to travel to remote locations in single duration of time.

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-task when necessary.

Must be able to give oral presentations to gatherings 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 operations, will work in a climate-controlled office under artificial lighting when required. Will use a keyboard, video monitor and laptop for short periods of time as well as a telephone. May also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold. Possession of a valid driver's license is required when operating a state owned or leased vehicle.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Right of Way Agent	OFFICE/BRANCH/SECTION D12/Office of Right of Way	
WORKING TITLE Right of Way Agent	POSITION NUMBER 912-400-4959-	REVISION DATE

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the close supervision of a Senior Right of Way Agent, the Right of Way Agent will be engaged in a variety of entry level Right of Way (R/ W) activities for the District 12 Office of Right of Way. The incumbent will have varied assignments (rotations) to reflect training needs and variations in District workload. Incumbent will be assigned duties in one or more Office of Right of Way functional areas.

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CORE COMPETENCIES:

As a Right of Way Agent, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

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- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Innovation, Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Employee Excellence - Collaboration, Integrity, Pride)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety, Employee Excellence - Innovation, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Integrity, People First)
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TYPICAL DUTIES:

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DOT PM-0924 (REV 01/2025)

40%	E	<p>APPRAISALS - Prepare non-complex appraisals of all types of real property and interests needed for transportation projects or Departmental uses in District 12, as well as on projects for those counties, local agencies, cities and Districts with whom Caltrans has cooperative agreements to perform appraisal programs. Assists in the valuation process for development of freeway lease areas (airspace) and excess land for disposal. Prepare Replacement Housing Valuation Reports which are used to calculate monetary replacement housing entitlement of eligible residential displacees.</p> <p>Specific tasks include: Secure and examine Title Reports; personal inspections of property and interviews with owners; preparation of plot plans, descriptions, and area calculations for building improvements; gathers and verifies market data; interviews real estate brokers, public agency staff, buyers and sellers; analyzes and interprets data; and contributes to the preparation of written valuation reports.</p> <p>May assist in monitoring activities of local agencies and their valuation processes pursuant to State and Federal requirements. Assists in the preparation of dollar estimates of property needed for future projects.</p>
30%	E	<p>LOCAL PROGRAMS - Acts as liaison on Right of Way matters between Right of Way and outside entities ie. Local Public Agencies (LPA's). Oversees the review of Right of Way activities by LPA's for projects on and off the State highway system to ensure compliance with applicable laws, policies, and procedures. Consults with Headquarters, other Districts, the Federal Highway Administration, and others as necessary on matters pertaining to the oversight and administration or projects by others on State highway and freeways to ensure statewide uniformity.</p> <p>Assists in reviews of Right of Way activities for Federally funded projects by LPA's for off-system projects under their jurisdiction, and ensures compliance with applicable Federal Statutes, policies and procedures. This review includes the processing of LPA's Right of Way Certification and other related documents. Assists in the collection of data and preparation of reports, when requested by Associate and or Senior Right of Way Agent, Headquarters Right of Way, and others.</p> <p>Provide policy and procedural guidance on LPA highway improvement projects for compliance with California State Law and Federal Law (Code of Federal Regulations), and the Uniform Act.</p>
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10%	M	<p>TITLE AND ESCROW - Secures, examines and interprets title and property reports. Manages and opens all escrows for acquisition of real property by the District. Tracks progress of escrows held by outside/contractor/title company. Keeps all parties apprised of the escrow process and answers any questions/concerns and provides pertinent information to involved parties.</p>

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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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