

CLASSIFICATION TITLE Supervising Right of Way Agent	OFFICE/BRANCH/SECTION D11/Right of Way	
WORKING TITLE Office Chief	POSITION NUMBER 911-400-4961-001	REVISION DATE 07/21/25

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 the Deputy District Director for Right of Way, the Supervising Right of Way Agent is responsible for the supervision of a team of professional and staff in Right of Way (RW) to perform functions related to delivery of projects or Right of Way property owned by Caltrans, in a manner that achieves the most efficient use of resources. The manager will represent Caltrans values in the daily operations and is responsible for meeting the mission, vision and goals of the Department.

CORE COMPETENCIES:

As a Supervising 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Prosperity - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Employee Excellence - 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. (Equity - Collaboration, Integrity, Stewardship)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Prosperity, Employee Excellence - Collaboration, Integrity)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Prosperity - Collaboration, Equity, Integrity, Stewardship)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Prosperity - Collaboration, Integrity, Stewardship)
- **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. (Prosperity - Collaboration, Innovation, Stewardship)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Safety, Prosperity - Collaboration, Innovation, Stewardship)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Prosperity, Employee Excellence - Collaboration, Integrity, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
20% E	Supervision - Organizes and supervises Senior RW Branch Chiefs responsible for RW Project Delivery functions including Appraisals, Acquisition, and Utilities. Responsible for the delivery of Right of Way certifications for all capital projects (COS) including Minor and Maintenance programs. Work with other Divisions in the District to coordinate the Right of Way delivery schedule and fulfill Contract for Delivery commitments. Develop, implement and monitor the workload distribution, priorities, allocations, expenditures and set the tone for professional and ethical conduct.

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20%	E	Project Coordination: Responsible for project coordination of State and Local Projects in District 11 RW Division as the initial and primary point of contact within and between the District Office, San Diego Association of Government (SANDAG), Cities and Counties on all right of way related matters. This includes, but it not limited to, project scheduling, capital cost estimating, schedule changes, and general coordination between Project Managers, Design Engineers and Right of Way on all project related functional matters. Attends or delegates staff to attend Project Development Team Meetings, Design Status Meetings, District Status of Project Meetings and other right of way related meetings.
20%	E	Planning Management: Functions include overseeing the RW Capital Plan funding and reconciliation with close coordination with HQ RW and District Program Project management. Oversight of operating expenditures (OE), personal service (PS) resources for support and development of RW work plans.
15%	E	Appraisal, Acquisition & Utilities: Organizes and supervises the team through the team leaders who are responsible for the preparation of appraisals and acquiring property rights vested in individuals, corporations, utilities, railroads and local agencies on numerous projects. Oversees and directs the required negotiations activities to process agreements with property owners, utilities and the railroads relating to the acquisition of property rights required for transportation projects. Reviews appraisals and recommends settlements to the Deputy District Director for RW if above the delegated authority for the Supervising Right of Way Agent. Directs the team leaders and teams responsible for preparation of condemnation documents, interacts with Legal to facilitate possession of required property rights. This position serves as a primary point of contact with the Legal Division and HQ Right of Way in these areas.
10%	E	Review and approve functional work products where authority has not been delegated to the Senior Right of Way Agent level, specifically for appraisal reviews and settlements. Responsible for effective written and verbal communication skills with all District Delivery Divisions, Legal, HQ RW, and Budgets in order to meet deadlines and successfully complete all assigned tasks. The incumbent must elevate delays to the District Deputy Director RW order to prevent or mitigate risk to Project Delivery scheduled.
5%	E	Reviews programs, policies, processes and special problems at the request of the Deputy District Director RW, recommends and implement solutions. Coordinates with HQ Right of Way to insure adherence to Federal and State law, accepted standards, policies and scheduled.
5%	E	Acts as a Project Management/Functional Management representative for RW in all matters pertaining to Task Management, Risk Management and Quality Management including PRSM. Informs the Deputy District Director of all project issues prior to District Status Meetings, is the Right of Way liaison for pre-status meetings and project meetings.
5%	M	Assists Deputy District Director RW with research, special projects, other duties as assigned and attendance at public meetings. Travel throughout the State is required. Participation in various conferences, seminars and meetings is expected.

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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position directly supervises a staff of Senior Right of Way Agents, Associate Right of Way Agents, Right of Way Agents and support staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The ability to reason logically and creatively and use a variety of techniques to productively resolve problems relating to functions supervised; present ideas and information effectively, write/review, edit complex written reports; establish functions supervised; present ideas and information effectively, write/review, edit complex written reports; establish project priorities, and maintains schedules. The ability to maintain liaison, communication, and cooperative relationship on interdepartmental levels, make effective oral presentations and speeches at meetings, hearings, and public functions.
Requires a thorough knowledge of the State and Departmental policies and procedures. Knowledge of State and Federal laws, rules and regulations, real estate laws and principles, real estate financing, and guidelines pertaining to acquiring property for public use. Knowledge of principles of appraisals, condemnation, relocation assistance, disposal of real property for public use and real property law. Knowledge of all the factors affecting the value of property, the costs o construction, the economic trends within the districts, health and safety requirement and labor relations programs.

Possess general knowledge of the principles of public administration including capital program, personnel management, program development, budgeting, and supervision. The ability to develop program goals, objectives, policies, organization and procedures of the Department of Transportation as related to Right of Way activities. Possess general management principles and practices; management problem-solving methods; principles of policy development and formulation of principles and practices of disseminating public information. Knowledge of Right of Way Engineering; property values and the effect of economic trends

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upon value and price and on the cost of construction of the improvements with particular reference to metropolitan area, condemnation and real property law, rules and regulations pertaining to excess land sales. Knowledge of effects of property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvements, assessments, easements and encroachments, common methods of describing real property, policies, procedures and functions of the California Transportation Commission. Knowledge of various types of transportation improvements and their social and economic effect on properties and communities.

Requires knowledge of analytical and problem-solving aptitudes, and a highly developed ability to exercise wise professional judgment in sensitive matters. Must be able to analyze highly complex and sensitive matters. Must be able to analyze highly complex and sensitive situations of technical and political natures and arrive at workable solutions while maintaining Department and District goals and credibility, positive relationships with headquarters, other Districts, the Federal Highway Administration, other governmental bodies and the public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to properly plan, organize and direct the team would result in failure to meet project commitments through the lack of capital, personnel, other support, or lead-time. Such failure could result in the loss of projects to the District, State and Local Agencies and accompanying loss of significant State, Local Agency and Federal funds.

PUBLIC AND INTERNAL CONTACTS

The Supervising Right of Way Agent must establish and maintain working relationships within the Division of Right of Way and with other District divisions, management and staff. Must be able to work cooperatively with the various disciplines within the capital delivery program including HQ and with local transportation partners including the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The physical demands described herein represent those that must be met by the incumbent to successfully perform the essential functions of this position. The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Possess the ability to move up to 20 lbs. The incumbent will be required to travel to various remote locations in single durations (up to 6 hours), and to attend meetings and events throughout the State. The incumbent is required to review, comment and present written documents and materials. The incumbent must have the ability to sustain the mental activity needed for report writing, auditing, problem solving, analysis and reasoning. The incumbent must possess the ability to focus on single tasks, as well as multi-tasks when necessary. The incumbent must be able to sustain mental activity to write technical reports, resolve politically sensitive issues, manage diverse right of way issues, and deal with a large number of complex problems simultaneously. The incumbent must be able to maintain emotional control during conflicts. The incumbent must be able to develop and maintain cooperation working relations, respond appropriately to difficult situations, recognize emotionally charges issues or problems and perform appropriately. Must be composed and articulate in meetings and in telephone conversations. Must be able to respond to changing work priorities.

WORK ENVIRONMENT

While at their base of their operation, the incumbent will work in a climate-controlled office under artificial lighting. He/she will use a keyboard and a video monitor for long periods of time, as well as a telephone. The incumbent may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold.

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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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