



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Facilities and Development	Senior Right of Way Agent	549-890-4962-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Acquisition and Real Property Services	Senior Right of Way Agent	S01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Acquisition and Real Property Services	Sacramento, CA	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		Supervising Right of Way Agent

SENSITIVE POSITION DESIGNATION (Check if applicable)

☐ Sensitive Position as designated by the Department per [California Code of Regulation \(CCR\) 599.961](#)

POSITION DESCRIPTION

Under the general direction of the Supervising Right of Way Agent, the Senior Right of Way Agent works independently in a specialist capacity as a project lead person and/or project manager for the more complex assignments to accomplish highly specialized and/or sensitive tasks associated with the Department of Parks and Recreation's (DPR's) major capital outlay acquisition programs and related property management; also serves as a technical advisor in all areas of the Department's real property services, as more particularly described below.

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
45%	Funded Program (Major Capital Outlay acquisition) Acts as lead in managing scope, schedule, and budget for real property transactions in support of DPR'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. Negotiate agreements, oversee work involving valuation, appraisals, permitting and surplus property. Plans and carries out policy analysis to anticipate changing conditions that impact budgets. Secure, examine, and interpret title reports for real property. Prepares and ensures all agreements and contract documents are accurate and complete with terms that protect the interests of DPR and the State of California. Represents the DPR in real property matters through written and verbal communications. Act as a liaison with legal counsel and control agencies such as Department of General Services or Department of Finance involving highly specialized and sensitive real property negotiations.
20%	Non-funded Program (Gifts/Land Exchanges) Performs independent title analysis, document preparation and review, research land records, conducts due diligence research, participates in site visits and inspections, and reviews transactions for compliance with the State Administrative Manual and various State and Federal codes and regulations to ensure approval by control agencies in preparation for State acceptance of gifts. Identifies operational and program enhancement requisites relating to the DPR's real property transactions. Assists in the development of real property operational processes, policies, and procedures. Implements DPR program enhancements for real property transactions.
20%	Property Management

	Respond to third party requests for easements, leases, and permits by consulting with District Staff to make recommendations to DPR. Secure, examine, and interpret title reports. Negotiate terms, conditions, and compensation to DPR for third party's use of State Park land. Prepare specialized legal documents (permits, easements, leases, and agreements). Collect fees where appropriate and deposit to State Park and Recreation Fund. Determine fair market rental value or develop RFP and contract for outside appraisal services. Resolve encroachments by gathering title documents, enlisting help from land surveyors, contacting property owners, and engage legal services as needed.	
10%	Miscellaneous Support DPR's Design and Construction staff with real property services as needed to allow development to occur such as preparation of due diligence statements, provide infrastructure easements, negotiate and acquire appurtenant right of way and/or utility easements, or relocation of existing right of way by administering the State Relocation Assistance Program. Coordinate resolution of conflict between environmental and developmental issues. As directed, assist Supervisor with special or unique administrative needs. Analyzes proposed and enacted legislation and assist in the development of legislative proposals and makes recommendations that may affect the DPR's real property. Represents DPR's concerns about real property issues at various meetings with presentations, verbal communications, written reports and serves as expert witness in trials. Attend State Public Works Board meetings as required.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
The position requires travel to Park Units or remote locations located throughout the State of California, may require overnight travel. Travel could include flying via a commercial airline, driving a state or rental vehicle, or riding as a passenger in a state or rental vehicle. Office setting when not in the field.		
TELEWORK DESIGNATION:		
This position is designated as Telework Eligible - Remote Centered.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE