

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION District 11/Division of Right of Way/San Diego	
WORKING TITLE Senior Right of Way Agent	POSITION NUMBER 911-400-4962-XXX	REVISION DATE 10/8/25

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

GENERAL STATEMENT:

Under the direction of the Deputy District Director, Right of Way, a Career Executive Assignment, the Senior Right of Way Agent performs all duties necessary to manage the Right of Way functional unit to which they are assigned. Right of Way functions may include Appraisals, Acquisitions, Utilities, Relocation Assistance, Real Property Services, Railroads, Condemnation, Planning and Management, Local Programs, Right of Way Project Estimates, Certifications, and any combination thereof. While assigned to one or more of the specific areas, the incumbent will primarily devote their time to that/those function/s. The incumbent is also responsible for supervising, directing, reviewing and planning the work of a group of entry level and Associate level Right of Way Agents and Support Staff assigned to their functional unit. Travel is required, and possession of a valid driver's license is needed.

CORE COMPETENCIES:

As a Senior 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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25%	E	Real Property Services - Responsible for the oversight, supervision and coordination of all activities in the Real Property Services section, including the major functional areas of: Excess Land, Property Management, Airspace, and Clearance/Demolition. Provide guidance, assistance, and training to staff in Real Property Services efforts. Ensures that Real Property Services activities are in compliance with applicable State and Federal Policies and Regulations. Manages the Excess Land function and oversees all aspects of excess land sales. Reviews notices of sale, value estimates, advertisements and marketing plans. Performs oversight of any necessary clearance of improvements and the handling of excess land with hazardous waste concerns. Reviews and recommends decision on all holds and represents Right of Way on the Real Property Retention Review Committee. Manages the Property Management function and oversees all aspects of the management of property held for future transportation projects or determined to be excess to the Department's needs. Approves adjustments to rental accounts, rental/lease rate determinations, rental and lease agreements, legal action referrals, property maintenance service contracts, and payment of maintenance services. Represents Right of Way in the annual review of employee housing. Manages the Airspace function and oversees all aspects of leasing operating property to private parties and public entities. Reviews and approves marketing plans, advertisements, bid lease documents, leases, adjustments to lease accounts, and legal action referrals. Represents the region on items submitted to the Airspace Advisory Committee. Manages the clearance/demolition function to assure the orderly clearance of properties needed for transportation projects. Reviews and approves recommendations to sell or demolish improvements and personal property, clearance schedules, demolition contract scopes of work, and public bids or auctions.
25%	E	Appraisals - Oversees and coordinates all Appraisal activities, including supervising the timely development of appraisals needed to acquire property for project delivery and the preparation of valuations and rental determinations for the Real Property Services Branch. Works with agents on project appraisals to ensure quality of product, continuity in valuation approach and compliance with the Uniform Act and The Uniform Standards or Professional Appraisal Practice (USPAP). Provides guidance, assistance and training to staff in Appraisal efforts. Works with Right of Way Engineering, Design and other stakeholders to align valuations with specific project/s. Addresses questions raised by the District Division Chief or Assistant District Division Chief and make recommendations for appraisal approval. In accordance with delegation authority works with headquarters staff to ensure concurrence with valuation methodology on products that fall under their approval authority.
25%	E	Acquisition - Oversees, supervises and coordinates all Acquisition activities. Provides guidance, assistance, and training to staff in Acquisition efforts. Ensures that acquisition activities are in compliance with applicable State, and Federal Policies and Regulations. Assigns, reviews, approves, and recommends for approval Right of Way contracts, memorandums of settlement, rights of entry agreements, special agreements with individuals, private organizations/public agencies, deeds, re-conveyance agreements. When necessary, participates in pretrial proceedings with representatives of Caltrans Legal Division, settlement negotiations during acquisition process, coordinating Right of Way activities with other Right of Way branches or district divisions.
20%	E	Supervises, hires, develops, and trains staff. Clearly communicates the organization's mission, vision, and strategic plan and strategies. Ensures that staff are familiar with the Letter of Expectations (LOE) and Department policies and directives. Provides staff the resources needed to perform their duties successfully (e.g., tools, equipment, materials, training.) Schedules work assignments, establishes priorities, and directs the work of staff, making adjustments as necessary due to changing priorities of the District and Department. Provides feedback on job performance to the employee that entails critical, constructive, and oral and written feedback through the regular monitoring of their productivity and workload. Prepares timely probation reports, annual performance reviews, and individual development plans; provides training opportunities within the unit. Ensures staff attend mandated training. Takes the necessary, appropriate actions to address performance issues; works with the District Discipline Manager and the Office of Discipline Services to address all issues immediately.
5%	M	Attends training courses, provides formal and informal training, participates in internal and external teams. Performs other job-related duties within the scope of the classification.

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

The supervision is of a technical and administrative nature. This position is responsible for providing general direction,

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establishing work priorities, assigning projects, scheduling and assigning work, and managing assigned resources and workload to produce quality results in an efficient and qualitative manner. Supervises subordinate staff, which includes entry-level and journey-level Right of Way Agents, and office support staff. Supervision of this unit requires exercising a large degree of independent judgment.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**Knowledge:**

Thorough knowledge of State and Departmental policies and procedures, State and Federal laws, rules and regulations pertaining to the acquisition property for public use, principles of appraising, acquisition, relocation assistance, condemnation, title & escrow, real property law.

Basic principles of land economics and general concepts and practices in real property transactions; terminology employed in the semi-legal work involved in real property acquisition and appraisals, State personnel rules, policies and procedures.

Ability to:

- Understand and apply the laws, policies, rules and regulations relating to the purchase of property.
 - Reason logically and creatively in unique situations.
 - Establish and maintain cooperative relationships with persons contacted in the course of work.
 - Speak and write clearly and effectively.
 - Assemble and analyze data and make mathematical computations.
 - Use analytical methods and information sources to prepare and formulate reports.
 - Use computers, spreadsheets and graphics.
 - Work independently or as a member of a team.
 - Supervise the work of others and practice good management.
 - Communicate effectively with the public in a manner commensurate with their comprehension.
 - Speak and write English clearly and effectively; read and understand English including engineering terminology and the quasi-legal terminology.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position requires a high degree of responsibility for decisions and actions, often with minimal involvement and/or prior concurrence from the Office Chief/Supervising Right of Way Agent. Poor decisions, judgment or recommendations could result in costly lawsuits, project delays, loss of funding and/or federal reimbursement, increased costs, federal sanctions and/or penalties and criticism from local public agencies, consultants, contractors, public officials and the general public.

PUBLIC AND INTERNAL CONTACTS

Contact with all levels of federal, state, and local government, property owners, business professionals, and members of the general public. Internal contacts with other Right of Way Agents, engineers, planners, environmental staff, and surveyors in the Districts and Headquarters. These contacts may be verbal or written, as needed, to perform assignments. Incumbent may be called upon to represent Right of Way in public meetings and public advisory groups.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must have the ability to supervise and manage the work of others. Incumbent may need to drive to remote locations in single duration (up to 6 hours). The incumbent should be able to move files, boxes, laptops and monitors. The incumbent may work varied shifts as well as nights and weekends, as required. The incumbent must have the ability to sit for long periods of time using a keyboard and video display terminal. The incumbent should be able to transfer thoughts to paper or electronic media (e. g. reports, memos, letters). The incumbent must sustain mental activity needed for report writing, auditing, problem solving, analyzing and reasoning. Incumbent must be able to focus on single tasks, as well as multi-tasks as necessary. The incumbent must have the ability to remain calm, patient and professional when dealing with the public and sensitive issues. The incumbent must work with people of varied backgrounds, ages, races, genders and socioeconomic levels. The incumbent must have the ability to maintain confidentiality. Incumbent must respond to changing work priorities.

WORK ENVIRONMENT

While at the base of operations, employee works in a climate-controlled office under artificial light in a modular cubicle. The employee uses a keyboard and video monitor for extended periods of time, as well as a telephone. May be required to work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold. Employee may be required to travel and lodge overnight for several days in duration. Possession of a valid driver's license is required to operate 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

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the headquartered location will be the responsibility of the selected candidate.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE