

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION DISTRICT 8 - RIGHT OF WAY LOCAL PROGRAMS	
WORKING TITLE Sr Right of Way Agent (Specialist) Local Programs Utility Coord.	POSITION NUMBER 908-400-4962-006	REVISION DATE 09/05/2025

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 a Supervising Right of Way Agent, the incumbent will serve as the Caltrans Right of Way Local Programs Utility Coordinator (RWLPUC). The incumbent is responsible for providing oversight or reimbursed work, for all private developer and Local Public Agency (LPA) projects on/off the state highway system. The incumbent will be responsible for reviewing and approving as appropriate, various utility related work products completed by LPA staff and/or their contractors and consultants pursuant to established policies and procedures and applicable state and federal laws and regulations. Incumbent is expected to demonstrate a high degree of independence of action and assist LPA to assure they remain eligible for federal aid and meet their project delivery schedule.

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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Prosperity - Collaboration)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Equity, Integrity)
- Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Employee Excellence - 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. (Safety, Employee Excellence - Equity, Innovation, Integrity, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity - Equity, Integrity)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration)
- 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. (Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Employee Excellence - Innovation)
- Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Employee Excellence - Collaboration)

TYPICAL DUTIES:

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

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30%	E	Provide oversight for privately funded projects on the State Highway System and Local Public Agency (LPA) sponsored projects both on and off the State Highway system. Oversight includes the activity of monitoring as well as the effort of assisting, guiding, and advising the Private Developer (PD) or LPA to ensure that all utility adjustments and encroachments are accomplished in accordance with the Department's policies, procedures, standards, practices, statutes, contracts, and agreements. Attend Project team development meeting as needed. Provide utility relocation guidance and disseminate information to PD/LPA, for new or revised Utility Relocation procedures. Ensures uniform interpretation and application of Utility procedures, policies, laws, and regulations regarding utility relocations. Coordinates utility facilities and timely clearance of interfering public and private utility facilities on State transportation projects. Act as the District's primary point of contact with PD/LPA on Utility related matter for PD/LPA Projects Utility clearances.
30%	E	Will advise and direct all local agencies, their consultants and assist Right of Way Management to identify ongoing project risks related to utility relocation. Will work to focus Right of Way efforts to meet project needs and expectations. Will review utility related work products for overall quality standards and confirm R/W procedures, practices, and Federal Highway Administration (FHWA) requirements are adhered to. Will insure timely follow up and the coordination of transactions with all private developers, transportation agencies and government entities i.e.: Public Utilities Commission, California Transportation Commission. Will consult with the PD/LPA as needed and communicate sensitive issues and project status to upper management. Serve as one of the District liaisons to Headquarters Right of Way Staff on utility coordination/oversight related issues. Will coordinate experts to help to resolve technical problems, issues or processes related to utility relocation raised by stakeholders that do not compromise project scope, schedule and overall quality. Monitors, and reviews for completeness, and accuracy all R/W utility relocation activities, including but not limited to the processing of certifications, permits, plans and Highway Improvement/Cooperative Agreements.
25%	E	Coordinate and execute close out work with local agencies, utility companies and consultants for on-system projects that require property rights conveyances including Joint Use and Consent to Common Use Agreements. Ensure that title is conveyed clear of encumbrances that are adverse to the State's use. Will track and document all correspondence and reviews of utility related work products submitted by the PD/LPA and upload documents to the ROWMIS2 Database.
5%	E	Review and approve requests for qualification for utility coordination from Right of Way consultants and engineers that request qualification to perform utility coordination work for on-system projects.
5%	M	Provide utility coordination training to district staff, as required.
5%	M	Performs duties of the Office Chief in his/her absence, as required.

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 is not a supervisory position. Incumbent is generally required to work independently and mentor staff on assigned projects. In the Office Chief's absence, incumbent may be required to perform functions of the Office and assume some responsibility for Office activities and coordination as specified. Incumbent may act in a lead capacity on specific tasks and projects, directing and coordinating the effort of other staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have thorough knowledge of Federal and State laws, rules, regulations, and policy guidelines relative to right of way matters, as well as the policies and procedures of the Federal Highway Administration, California Transportation Commission, and the Department of Transportation.

The incumbent must have comprehensive understanding of Right of Way policies and procedures, public administration, and

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budgeting including specific knowledge of real property law, eminent domain law, appraisal terminology, methodology, negotiations, especially pertaining to utility relocation and project delivery.

Must have ability to read and understand plans, drawings and maps, and assess the effect of a proposed project on private properties, utility companies and businesses.

Must have thorough knowledge of the Uniform Relocation and Acquisition Act and ensure strict adherence.

The ability to reason logically and creatively and use a variety of techniques to productively resolve problems relating to the function supervised, present ideas and information effectively, write/review, edit complex written reports; establish project priorities, and maintain schedules.

Must have the knowledge to train new and existing staff and the ability to make effective oral presentations and speeches at meetings, hearings, and public functions.

Requires keen analytical and problem-solving aptitudes and a highly developed ability to exercise wise, professional judgment in all matters.

Must be able to analyze highly complex and sensitive situations of technical and political natures and arrive at workable solutions, while maintaining Department goals and creditability; maintain positive relations with Headquarters, District staff, Federal Highways Administration, other governmental agencies and the public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decisions regarding the Project Delivery Process can cause contractor delays resulting in additional project cost and add time to the schedule. This can also lead to certification delay.

PUBLIC AND INTERNAL CONTACTS

This position requires regular contact (both verbal and written) with a wide range of stakeholders, including District and Division Right of Way (R/W) personnel, Headquarters functional area reviewers, local government entities, County and City officials, the Federal Highway Administration, and other public agencies and their consultants. The role could also involve occasional interaction with property owners, tenants, and the general public, representing the Department in a professional manner. Close liaison with all parties is essential to ensure that program requirements are met at all levels.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Driving to meetings, courts, vendor offices, or other legal offices for more than two hours at a time may be required.

The employee may be required to sit for long periods of time using a keyboard and video display terminal. The employee will need to access files requiring bending stooping and reaching. Employee must possess the ability to wheel and lift up to 35 lbs. (files, legal briefcase, boxes, laptops, projectors and cumbersome plans).

The employee must have the ability to sustain the mental activity needed for report writing, auditing, problem solving, analysis, and reasoning. Must possess the ability to focus on single tasks, as well as multi-task when necessary.

Must be able to give oral presentations to gathering 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 their operation, employees will work in a climate-controlled office under artificial lighting. Work area may or may not have access to a window. He/She will also use a telephone, office equipment (such as a copier, fax, typewriter, label machine, etc) and sit at a computer keyboard and video monitor for long periods of time. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold.

This position may be eligible for telework. The amount of telework is a minimum of two in-office days per week as dictated by the Office of the Governor and based on Caltrans's evolving telework policy. All employees are expected to report to their designated headquarters location on their in-office days. Caltrans supports telework, recognizing that in-person attendance may be required

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based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. Employees are 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 employee.

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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