

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION District 12 / Office of Right of Way	
WORKING TITLE Senior Right of Way Agent	POSITION NUMBER 912-400-4962-911	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 direction of the District 12 Supervising Right of Way Agent (Office Chief), the Senior Right of Way Agent is the first line supervisor overseeing Associate Right of Way Agents, and Range A and B Right of Way Agents and will perform all duties necessary to manage the Right of Way functional units to which they are assigned. Right of Way functions may include Appraisals, Acquisitions, Condemnation, Local Programs, Excess Lands, Property Management, Relocation Assistance Program, and any combination thereof.

While working in one of the specific areas, the incumbent will primarily devote their time to that function. The incumbent is also responsible for supervising, directing, reviewing, and planning the work of a group Right of Way Agents and Support Staff assigned to the functional unit. Travel is required and must possess a valid driver's license to operate a state owned or leased vehicle.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Collaboration, Integrity, People First)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Collaboration, Innovation)
- **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 - Innovation, Pride)
- **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 - Collaboration, People First, Stewardship)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity - Collaboration, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity, Employee Excellence - Collaboration, People First, Pride, 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. (Equity, Employee Excellence - Collaboration, People First)
- **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. (Equity, Employee Excellence - Equity, Innovation, Pride)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity, Employee Excellence - Collaboration, Integrity, Pride)

TYPICAL DUTIES:

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

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35%	E	Organize and direct the general activities of the Excess Land Sales staff. Sets goals and plans the timely disposition of excess property through direct sales to governmental agencies, public competitive sales (oral and/or sealed bids) and direct sales to adjoining owners. Oversees the preparation of sales activities including advertising excess parcels for sale through brochures, news media, periodic bulletins, etc. Reviews, recommends for approval and approves all necessary documents for sales, including but not limited to maps, option agreements, escrow instructions, Trust Deeds, Notes and any other documents required in the transfer, disposal and sale of excess property. Monitors and approves staffs work of the processing of excess land sales documents to headquarters for processing to the California Transportation Commission for approval. Trains subordinates to be proficient in the duties of Excess Land Sales, including Federal Highway Administration, Division of Right of Way and District policies.
30%	E	Coordinate staff activities relating to the planning, directing and relocation of displaced families, businesses and personal items within partial and full acquisitions. Supervises staff activities related to preparation of relocation impact studies and relocation data related to Right of Way estimating. Directs staff regarding displaced family and business needs and oversees the preparation of last resort housing plans for the Project Delivery Team. Ensures all work is done and displacees are advised in accordance with the federal and state Relocation Assistance laws as well as Caltrans' policies and procedures. Monitors and reviews for completeness and accuracy all documentation relating to payment of relocation assistance benefits. Provides training to Agents and advises other Project Delivery Chiefs regarding impacts of Relocation timeliness of Project Delivery schedules. Responsible for approving or recommending approval of work products within delegated authority. Represents the District's Right of Way Office at various meetings with the general public, businesses and location organizations, making presentations related to Relocation Assistance as well as attending Project Development Team meetings.
25%	E	Direct staff engaged in rental, leasing, maintenance and management of Caltrans owned rental properties, including vacant land, residential, commercial industrial and agricultural parcels. Directs staff activities related to the preparation of rental agreements, leases, credit investigations and approvals, maintenance and repair activities, management of vendor contracts, credit card usage, revenue accounting, reports and records various issues with tenants, handles inquiries from location agency staff and Legislators and assures that data is entered into the appropriate data base systems on a timely and accurate basis. Directs staff engaged in rental, maintenance and management of Caltrans owned employee occupied housing.
10%	M	Responsible for management of operations and effective allocation of office resources including property control, supplies, office space planning, and hiring activities.

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

Incumbent in this position directly supervises staff consisting of Associate Right of Way Agents, Right of Way Agents, and support staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough knowledge of State and Federal laws pertaining to the securing of rights of way for highway purposes. Knowledge of Rules, Regulations and Policy Guidelines, including the Caltrans R/W Manual and the Uniform Relocation Assistance and Real Properties Acquisition Policies Act pertaining to the Relocation Assistance Program.

Knowledge of: Analytical methods and information sources which will be used to perform tasks such as appraisal report formulation and preparation. The development of replacement housing; Caltrans organization and procedures and transportation facilities construction and maintenance as related to rights of way; land development and investment practices; Federal Highway Administration policies and procedures relative to right of way activities; laws, policies and procedures involving the concepts of transportation facilities and their impact on the community and the environment. Property values and the effect of economic trends upon value and price and on the cost of construction of the improvements with particular reference to metropolitan areas; principles of public administration, including personnel management, budgeting, and supervision; Caltrans goals, objectives, policies, organization and procedures as related to right of way in transportation facility construction and maintenance; the social and economic impact of public improvements; the Department's safety, health, affirmative action and labor relations program objectives; a supervisor's role in safety, health, affirmative action and labor relations and the processes available to meet these program objectives.

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Ability to: Speak and write clearly and effectively; read and understand engineering terminology and the quasi-legal terminology found in statutes relating to Caltrans and in the laws, policies, rules and regulations relating to the appraisal and acquisition of property for public purposes; common methods of describing real property; State and Federal relocation assistance requirements; assemble and analyze data and be able to understand the factors involved in appraising property and the principles underlying the appraisal process; the effect on property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments; reason quickly, logically, and creatively in unique and stressful situations; establish and maintain cooperative relationships with individuals contacted in the course of their work, conduct successful right of way negotiations with the public and with representatives of other governmental organizations; follow directions; and organize workload. Lead and direct the work of others; make accurate real property appraisals, including the appraisal of complex parcels involving severance damages and benefits; manage, operate, maintain and coordinate clearance of rental properties acquired by the State; effectively coordinate and apply community and environmental concepts and guidelines to the Right of Way Program; conduct private and public sales, conduct complex negotiations, confer with attorneys; develop and prepare capital and support budgets; monitor project scheduling; coordinate right of way certification; prepare route estimates; develop and implement EDP systems; coordinate staff training and development activities; analyze complex situations accurately and adopt or recommend an effective course of action. Plan, organize, direct and make decisions involving the work of a right of way staff; effectively contribute to the Department's safety, health, affirmative action and labor relations program objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent in this position is required to have a high level of technical ability to analyze the Right of Way implications on projects as well as to formulate function scheduling, to evaluate progress, and to promulgate concepts. Failure to resolve project delivery issues on schedule could adversely affect the utilization of funds, delay projects, increase right of way costs, permit low quality work on management of public monies, and could jeopardize the securing of State and Federal funds.

Errors in judgment and decisions regarding the Excess Lands, Property Management and Relocation Assistance Program activities can adversely affect the delivery of a sufficient number of parcels to meet targets. Inappropriate action regarding the above could cause failure of the Excess Lands sales program and result in citations pertaining to Streets and Highways Code.

PUBLIC AND INTERNAL CONTACTS

Incumbent in this position is required to have contact with the Local Agencies, Consultants, Project Delivery team members, Attorneys, Headquarters and FHWA. These contacts are personal, verbal and written, as needed to perform assignments. Frequent contacts and follow-up is needed to assure program requirements are met at all levels. Will attend public meetings as needed.

Incumbent in this position is required to have daily contact with Headquarters functional area reviewers, District Right of Way functional area personnel, Division of Right of Way, Local Government entities, County and City officials, Federal Highway Administration and other public agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for long periods of time using a keyboard, laptop and video display terminal. Employee will need to access files requiring bending, stooping and reaching. Employee must possess the ability to wheel, move and lift up to 25 lbs. (files, boxes, laptops, projectors and cumbersome plans).

Must have the ability to conduct on-site field reviews i.e., measuring structures and evaluating property, as required. Must be able to travel and drive to meetings, courts, Local Agencies, Consultants and/or other legal offices and to remote locations in a single duration of time which may require more than 2 hours of driving time.

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

Must be able to give oral presentations to gatherings of small 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, and may be eligible to Telework which would follow the Caltrans Telework Policy as directed by Deputy Directive Number DD-14-R4, based upon the Department's Project Delivery & Operational needs. 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.

The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans

ADA Notice

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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.

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