

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION Dist. 3 Right of Way (Eureka)	
WORKING TITLE Senior Right of Way Agent	POSITION NUMBER 927-400-4962-XXX	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 North Region Right of Way Manager Eureka, the Senior Right of Way Agent will perform all duties necessary to manage the Right of Way functional unit to which they are assigned. R/W functions may include Appraisals, Acquisitions, Utilities, Relocation Assistance, Real Property Services, Railroads, Condemnation, Planning and Management, Local Programs, R/W Project Estimates, Certifications, 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 of entry level and Associate level Right of Way Agents and Support Staff assigned to his/her functional unit. Travel is required, should possess a valid driver's license.

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.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
15% E	Appraisals - Responsible for the oversight, supervision and coordination of all Appraisal activities. Provide guidance, assistance, and training to staff in Appraisal efforts. Review standardized processes, ensuring compliance with applicable State, and Federal Policies and Regulations. Perform first level appraisal review for appraisals over \$10,000. Assign, review and recommend approval of final transactions on parcels valued in excess of \$10,000, and other non-delegated activities. Provide guidance, assistance, and training to staff in Appraisals efforts. Review standardized processes, ensuring State and staff follow Federal Policies
15% E	Acquisition - Responsible for the oversight, supervision and coordination of all Acquisition activities, including Railroads. Provide guidance, assistance, and training to staff in Acquisition efforts. Ensures that acquisition activities are in compliance with applicable State, and Federal Policies and Regulations. Assign, review, approve, and recommend for approval Right of Way contracts, memorandums of settlement, rights of entry agreements, special agreements with individuals, private organizations/public agencies, deeds, reconveyance 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.
15% E	Utilities - Responsible for the oversight, supervision and coordination of all Utility Relocation activities. Provide guidance, assistance, and training to staff in Utility Relocation efforts. Provides technical assistance to staff, District managers, utility owner representatives, and other people as needed on utilities issues. Enhance staff development in the utility function and ensure appropriate and consistent interpretation and application of Master Agreements, policies and requirements on complex utility relocations. Directs and approves all utility liability packages participates in, coordinates and oversees the preparation of utility liability packages on complex projects. These complex projects involve negotiations with utility owners on claims for reimbursement, and review and interpretation of property rights documents. Administers FHWA specific Authorizations and Utility Agreement approvals.

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15%	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.
15%	E	Local Programs - Acts as an advisor in support of District Local Assistant Engineers, Local Programs Coordinators, and Special Funded Projects Engineers on their counseling of local agencies on Right of Way procedures and use of Federal aid funds. Negotiates right of way services and agreements with local agencies. Serves as the focal point for all Right of Way involvement in, and review of Cooperative Agreements. Provides Right of Way guidance on the preparation of Cooperative Agreements with Local Agencies. Responsible for the preparation and processing of Co-op Agreements for reimbursed work. Participates in the Statewide Local Assistance Council and Headquarters conference and administrative meetings that pertain to Local Assistance. Assists Local Programs Coordinators as needed in making oral presentations regarding right of way activities at public design hearings and to special interest and community groups within and external to Caltrans. Prepares and presents Right of Way Training and workshops to local agencies and consultants.
10%	E	Relocation Assistance Program - Responsible for the oversight, supervision and coordination of all Relocation Assistance Program activities. Provide guidance, assistance, and training to staff in Relocation Assistance Program efforts. Ensures that Relocation assistance activities are in compliance with applicable State, and Federal Policies and Regulations. Assign, review, approve, and recommend for approval of Relocation Assistance claims, and draft and final relocation impact documents. When necessary, conducts district-level appeals panel review proceedings, and cooperates with Caltrans Legal and Headquarters Right of Way in the Statewide Appeals process.
5%	E	Condemnation - Responsible for the oversight, supervision and coordination of all Condemnation activities. Provide guidance, assistance, and training to staff in Condemnation efforts. Ensures compliance with Legal Statutes, Federal and State Statutes and Regulations, and Caltrans Policies and Procedures regarding acquisition, condemnation, and contract management. Responsible for the oversight, supervision and coordination of all Right of Way Condemnation activities including collaboration with others to include: the CTC Resolution of Necessity (RON) process, legal liaison activities, project delivery target date coordination, Expert Witness contract management, Capital and Support budget estimates, preparing Inverse Condemnation Estimates and performing file close-out. Coordinates Condemnation activities with State Attorneys, Project Delivery units, Planning and Management, Headquarters Right of Way, Accounting, and Legal Division, in order to meet deadlines and successfully complete all assigned tasks. Responsible for monitoring encumbered funds, and processing approved invoices related to contracts and miscellaneous expenses associated with pre-trial preparation. Directs staff to coordinate Inverse Condemnation Expert Witness Contracts and pre-trial discovery requests. Works with Planning and Management Branch Chief to secure funding for approved Expert Witness invoices and miscellaneous bills related to pre-trial preparation and court costs.
5%	E	Incumbent will be responsible for providing the day to day guidance and supervision of staff. Incumbent will approve time sheets, prepare individual development plans, hold quarterly safety meetings, attend management team meetings, as well as conduct regular staff meetings.

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5%	M	Act as a Right of Way representative at public or private meetings or hearings. May perform other duties or special assignments as requested.
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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, 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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

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.

Knowledge of:
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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decisions can adversely affect decision-making, project delivery, compliance with pertinent laws, regulations, and guidelines, adverse publicity, individual or class-action lawsuits against the Department, loss of Federal funds, inappropriate or unnecessary expenditure of public funds, personal injury or property damage and decreased productivity. Failure in any area of performance could cause the loss and/or delay of federal reimbursement, overrun allocated funds, and could jeopardize or delay project delivery.

PUBLIC AND INTERNAL CONTACTS

Contact with all levels of federal, state, and local government, property owners 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

- Ability to:
- Supervise and manage the work of others.
 - Drive to remote locations in single duration (up to 6 hours)
 - Work varied shifts as well as nights and weekends, as required
 - Move up to 35 pounds (files, boxes, laptops, projectors)
 - Sit for long periods of time using a keyboard and video display terminal
 - Transfer thoughts to paper or electronic media (e.g. reports, memos, letters)
 - Sustain mental activity needed for report writing, auditing, problem solving, analyzing and reasoning
 - Focus on single tasks, as well as multi-tasks as necessary
 - Remain calm, patient and professional when dealing with the public and sensitive issues
 - Work with people of varied backgrounds, ages, races, genders and socioeconomic levels
 - Maintain confidentiality
 - Respond to changing work priorities

WORK ENVIRONMENT

While at their base of operations, employee will work in a climate-controlled office under artificial light in a modular cubicle. The employee will use a keyboard and video monitor for extended periods of time, as well as a telephone. Employees may also be

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required to travel and 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. Incumbent should possess a valid driver's license.

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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