

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

|  |   |               |
|--|---|---------------|
| CLASSIFICATION TITLE<br>Right of Way Agent | OFFICE/BRANCH/SECTION<br>D4/Right of Way/Local Programs |               |
| WORKING TITLE<br>Right of Way Agent        | POSITION NUMBER<br>904-402-4959-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 supervision of the Senior Right of Way Agent and of experienced Associate Right of Way Agents, acting in a lead capacity, the Agent is engaged in a variety of entry-level Right of Way activities. Agent is responsible for the less complex, routine assignments in the branch, including performance of all related activities pursuant to established policies and procedures and applicable state and federal laws and regulations.

CORE COMPETENCIES:

As a 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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Innovation, Integrity, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Innovation, Integrity, Stewardship)
- 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. (Safety, Employee Excellence - Equity, Integrity)
- 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. (Equity - Equity, Innovation, Integrity, Stewardship)
- Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Employee Excellence - Equity, Integrity, People First)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Prosperity - Innovation, Integrity)
- 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. (Employee Excellence - Equity, Integrity)
- Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Employee Excellence - Innovation, Integrity, 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. (Employee Excellence - Equity, Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

| Percentage                              |   | Job Description   |
|---|---|---|
| Essential (E)/Marginal (M) <sup>1</sup> |   |   |
| 20%                                     | E | Aids Associate Right Agent in assisting local agencies in preparation of certification packages. This includes review of packages to ensure compliance.   |
| 15%                                     | E | Circulates documents for review, organize and communicate responses and investigate requests for Right of Way information. Inputs information into the Right of Way Management System (ROWMIS II).  |
| 15%                                     | E | Conducts research of applicable policies, laws and background information. Advises local agencies on laws, policies and procedures. Initiate and arrange meetings as required. Sets up and maintains Local Programs project files. Investigates the status of On SHS, OffSHS and Permit Projects. |

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| 10% | E | Performs "Real Time Spot Check" of all projects to ensure Title VI compliance on documents submitted by local agencies.   |
| 10% | E | Attends meetings and field reviews to assist local agencies with their project delivery schedules. Attend public meetings and hearings as required.                               |
| 10% | E | Reviews and tracks Preliminary Engineering Right of Way forms for all off system projects.  |
| 10% | E | Assists in reviewing right of way documents and files of consultants and local agencies and assist in all other aspects of Local Programs work.                                   |
| 5%  | E | Reviews Preliminary Title Reports and creates spreadsheets for title exceptions that must be cleared by local agencies, prior to property conveyances to the State.               |
| 5%  | M | Develops familiarity with various laws, rules, regulations, policies and procedures, in particular, the Uniform Relocation Assistance and Real Property Acquisition Policies Act. |

<sup>1</sup>ESSENTIAL 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  
N/A

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS  
Familiarity with basic principles of land economics, general real estate concepts and practices, knowledge of terminology and principles employed in legal work associated with branch activities and current social, political, economic and scientific developments and trends related to right of way work in general.  
Understanding of and an ability to apply laws and regulations relating to right of way activities) assemble and analyze data, make mathematical computations, establish and maintain cooperative relations with individuals contacted in the course of work, ability to speak and write clearly and effectively, and work with local agency partners, property owners, occupants and the public, sometimes in tense, confrontational situations, in a calm, effective manner.  
Incumbent must be able to simultaneously handle a variety of transactions, adopt existing methods and procedures to new situations and creatively suggest solutions for problems where no solution presently exists.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR  
The position requires a high degree of responsibility for decisions and actions, many of which will be made in consultation with an Associate Right of Way Agent and/or Senior Right of Way Agent. Decision making authority will increase with experience. Poor decisions, judgment or recommendations could result in inadequate resources, loss of revenue and/or increased costs to the state, federal sanctions and/or penalties and criticism by elected officials and the public.

PUBLIC AND INTERNAL CONTACTS  
Extensive contact with District personnel, consultants, staff from other state agencies, local agencies and federal agencies, property owners and occupants and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS  
The employee may be required to sit for long periods of time using a keyboard and display terminal. Possess the ability to move up to 35 lbs. (files, boxes, laptops cumbersome plans, binders etc)  
The employee must have the ability to conduct on-site reviews: i.e, measuring structures, evaluating properties and public utilities. Must be able to travel to remote locations in a single duration.  
The employee must have the ability to sustain the mental activity needed for report writing, auditing, problem solving analysis and reasoning. Possess the ability to focus on single tasks, as well as multi-tasks when necessary.  
Must be able to give oral presentations to gatherings of small sizes and at various levels of management. Must be composed and articulate in meetings and in telephone conversations. Must be able to respond to changing work priorities.

WORK ENVIRONMENT  
This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered

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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