

**POSITION DUTY STATEMENT**

PM-0924 (REV 07/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Right of Way Agent	Division of Right of Way and Land Surveys-Project Coordination	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Right of Way Agent	904-403-4959-	7-15-2025

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under close supervision of the Senior Right of Way Agent the incumbent will be engaged in a variety of entry-level Right of Way activities. The incumbent will have varied assignments to reflect training needs and variations in the workload. Will be assigned duties in one or more Right of Way functional areas. The incumbent will be rotated through two to three different assignments in the first two years.

The incumbent is responsible for complex assignments related to Appraisal/Estimating, Acquisition/Condemnation, Utility Relocation, Project Coordination, Planning and Management, Relocation Assistance, Local Programs, Property Management, Excess Land, Airspace and other Right of Way tasks pursuant to established policies and procedures, and applicable State and Federal laws and regulations.

Incumbent will be required to travel and as necessary will lodge overnight for an extended duration.

Possession of a valid Driver's License is required when operating a state owned or leased vehicle.

**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. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Strengthen Stewardship and Drive Efficiency - Equity, Innovation, Integrity)
- **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. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, 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. (Cultivate 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)

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**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
25% E	Coordinate with Project Management, Right of Way, Design and Environmental staff, attend project delivery team meetings, represent Right of Way to assure that delivery schedules are maintained, and report on project development activities and schedules which effect Right of Way.
20% E	Obtain clearances from other Right of Way functions and Design, prepare and recommend approval of right of way certification packages.
15% E	Maintain accurate project scheduling and delivery database information and effectively use this information to identify potential delivery delays and suggest corrective actions to maintain delivery schedules.
15% E	Prepare work load estimates and delivery schedules for future projects.
15% E	Monitor both resource and capital expenditures and report deviations from budgeted and authorized levels. Authorize/allocate funding for all Capital Outlay Support RW transactions to assure budget levels are maintained/monitored.
5% M	Circulate project documents to the appropriate Right of Way functions for review and comments. Collect, organize, compile the comments and return to the requestor within the requested timeline/deadline.
5% M	Set up and maintain project files. Maintain spreadsheets that provide project status and pending action items. Perform electronic record keeping by maintaining file information in the shared drives and updating electronic systems when needed.

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<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**

NONE.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have thorough knowledge of Federal and State laws, rules, and regulations, and policy guidelines relative to right of way matters, together with policies and procedures of the California Transportation Commission and the Department of Transportation. The incumbent must have specific knowledge of real property law, eminent domain law, appraisal terminology and methodology, and real property.

**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 and decreased Regional productivity. Failure to resolve product delivery issues on schedule could adversely affect project funding and could jeopardize or delay project delivery. The Right of Way agent is required to work independently with minimal guidance from his/her supervisor. The Right of Way agent, under direction of the supervisor, is responsible for advising management on issues that are sensitive in nature. Failure to provide proper advice to management could result in inappropriate action(s) being taken against an employee, financial liability and/or discredit to the department. The Right of Way agent must research existing policies and rules prior to making any recommendation(s) on how to handle any specific issue.

**PUBLIC AND INTERNAL CONTACTS**

This position requires extensive public contact representing the Department in dealing with property owners, tenants, the public, and other public agencies. There may be contact with R/W Management, District Right of Way functional area personnel, Division of R/W, local government entities, County and City officials, Federal Highway Administration and other public agencies. These contacts will be verbal or written, as needed, to perform assignments.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The employee may be required to sit for long periods of time using a keyboard and video display terminal. Possess the ability to move up to 35 lbs. (Files, boxes, laptops, projectors and cumbersome plans). The employee must have the ability to conduct on-site reviews: i.e., measuring structures and evaluating property. Must be able to travel to remote locations in 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 the Department. Must be composed and articulate in meetings and in telephone conversations. Must be able to respond to changing work priorities.

**WORK ENVIRONMENT**

This is a rotational assignment. The incumbent can expect to rotate through two to three different functions. They will use a keyboard and video monitor for short periods of time as well as a telephone. 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.

Ability to tele-work is required. Duties will require work to be conducted in both Caltrans district office and tele-work environment. Incumbent will be located in a high-rise, climate controlled office building under artificial lighting in the central business district of a dense urban area. The assigned work space will generally be an open floor plan, cubicle type office environment. There will be occasional fluctuations in building temperature. The work site may have limited viewing access to the outdoors.

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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.)

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