

**DUTY STATEMENT**

DFW 242A (REV. 07/18/22)

**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Wildlife Conservation Board (WCB)	POSITION NUMBER (Agency-Unit-Class-Serial) 567-001-4962-017
UNIT NAME AND LOCATION Land Acquisition Unit 715 P St., 17 <sup>th</sup> Floor, Sacramento, CA 95814	CLASS TITLE Senior Right of Way Agent
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS**  
Under the general direction of the Supervising Right of Way Agent, the Senior Right of Way Agent independently performs the following land acquisition duties:

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)</b>
45%	<b><u>ESSENTIAL FUNCTIONS:</u></b> Perform highly complex negotiation work to secure properties for habitat conservation Statewide, as determined by the California Department of Fish and Wildlife (CDFW) and the Wildlife Conservation Board (WCB), for the protection of habitat or to provide appropriate public access. Resolve technical problems that arise during real estate negotiations. Commute to remote locations statewide to value potential projects for initial dollar estimates, determine if special problems such as neighborhood trends, hazardous materials exist, likelihood the project purposes can be accomplished via acquisition, or alternative approaches such as easement, exchanges, lease, etc. in accordance with the Government Code Section 158539 and Fish and Game Code Section 1348 which constitute the State statutes that authorize the Wildlife Conservation Board to complete right-of-way, land acquisition, and other property transactions necessary to support the Department of Fish and Wildlife.
30%	Write complex agreements for the purchase of real property, purchase and sale agreements, rights-of-way, easements (including conservation and utility easements), leases, exchanges, transfers and/or donations of land. Secure, examine, and interpret title reports, and execute documents to ensure clear title to acquired properties. Develop and execute grant agreements with non-profit organizations and public agencies to secure acquisitions. Negotiations may involve identifying and combining available funding to acquire and enhance properties. Organize and attend meetings and site visits with applicants, property owners, and private contractors, which may require driving a vehicle on public roadways.
10%	Recommend and secure the services of private contractors including appraisers, surveyors, foresters and environmental consultants by bidding out and advertising contracts to be awarded. Using statewide quality standards and regulations review, analyze, and evaluate the reports provided from independent contractors to ensure compliance with state and federal laws; study and apply new techniques, methodologies, and developments in the fields of public real property law, land use, and land management. Coordinate with Department of General Services (DGS) when necessary for assistance or control agency approval.
10%	Present land acquisition proposals to the WCB for consideration and allocation of funds. Recommend approval of expenditures of state funds for acquisition related expenses. Upon Board approval coordinate with DGS when necessary for control agency approval. Deliver documents and schedule warrants for delivery to escrow. After recorded documents and title policy are received, check title policy for accuracy, close file and submit to DGS Statewide Property Inventory and Lands Inventory. Assist in the preparation, review, and application for federal funds, grants, and specialized programs such as the Natural Heritage Tax Credit Program, with restrictive conditions to local, state, federal and non-profit agencies to facilitate

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5%	<p>multi-party, large-scale acquisitions. Approve expenditures of state funds for acquisition-related expenses. Represent the WCB in public hearings; meet with interested public groups; act as an expert witness by testifying before a board or governing body.</p> <p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Miscellaneous:</b> Perform administrative tasks, attend career development and training programs, seminars as appropriate to contribute to the achievement of WCB's goals and objectives. Other duties as assigned related to the Land Acquisition Unit.</p> <p><b>WORKING CONDITIONS:</b> Open-spaced partitioned office with artificial lighting. Monthly overnight travel throughout the state may be required. Travel makes up approximately 10% of time spent working. Currently this position is able to be fulfilled from a home office under a WCB telework agreement. The Wildlife Conservation Board and this position are based at 715 P Street, Sacramento, CA. Valid Driver's License required to travel to remote locations.</p>	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b>		
<b>PRINT EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>