

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Right of Way Agent	OFFICE/BRANCH/SECTION District 6 - Right of Way Fresno	
WORKING TITLE Right of Way Office Chief, Capital	POSITION NUMBER 906-400-4961	REVISION DATE 02/03/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Deputy District Director for Right of Way, the Supervising Right of Way Agent is responsible for the supervision of a team of professional and staff in Right of Way (RW) to perform functions in a manner that achieves the most efficient use of resources for Right of Way Planning & Management, Appraisals, Acquisition, Relocation Assistance and Local Programs. The incumbent is responsible for oversight, review and the approval of all Right of Way activities as needed. The manager will represent Caltrans values in the daily operations and is responsible for meeting the mission, vision and goals of the Department.

CORE COMPETENCIES:

As a Supervising 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Employee Excellence - Collaboration, Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Integrity, Stewardship)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Equity - Integrity)
- **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. (Equity - Collaboration, Integrity)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Employee Excellence - Collaboration, Equity, Integrity)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Employee Excellence - Collaboration, 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 - Collaboration, Innovation, Integrity, 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. (Prosperity - Innovation)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Employee Excellence - Integrity, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Supervision - Organizes and supervises Senior RW Branch Chiefs responsible for RW Project Delivery functions including Appraisals, Acquisition, Relocation Assistance, Appraise/Acquire, Local Programs, Project Coordination and Planning & Management. Responsible for the delivery of Right of Way certifications for all capital projects (COS) including Minor and Maintenance programs. Work with other Divisions in the District to coordinate the Right of Way delivery schedule and fulfill Contract for Delivery commitments. Develop, implement and monitor the workload distribution, priorities, allocations, expenditures and set the tone for professional and ethical conduct.

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25%	E	Appraisal, Acquisition, & Local Programs : Organizes and supervises the team through the team leaders who are responsible for the preparation of appraisals and acquiring property rights vested in individuals, corporations, and local agencies on numerous projects. Oversees and directs the required negotiations activities to process agreements with property owners, relating to the acquisition of property rights required for transportation projects. Reviews appraisals and recommends settlements to the Deputy District Director for RW if above the delegated authority for the Supervising Right of Way Agent. Directs the team leaders and teams responsible for preparation of condemnation documents, interacts with Legal to facilitate possession of required property rights. This position serves as a primary point of contact with the Legal Division and HQ Right of Way in these areas.
20%	E	Review and approve functional work products where authority has not been delegated to the Senior Right of Way Agent level, specifically for appraisal reviews and settlements. Responsible for effective written and verbal communication skills with all District Delivery Divisions, Legal, HQ RW, and Budgets in order to meet deadlines and successfully complete all assigned tasks. The incumbent must elevate delays to the District Deputy Director RW in order to prevent or mitigate risk to Project Delivery schedule.
5%	E	Reviews programs, policies, processes and special problems at the request of the Deputy District Director RW, recommends and implement solutions. Coordinates with HQ Right of Way to insure adherence to Federal and State law, accepted standards, policies and schedules.
5%	E	Acts as a Project Management/Functional Management representative for RW in all matters pertaining to Task Management, Risk Management and Quality Management including PRSM. Informs the Deputy District Director of all project issues prior to District Status Meetings, is the Right of Way liaison for pre-status meetings and project meetings.
5%	M	Assists Deputy District Director RW with research, special projects, other duties as assigned and attendance at public meetings. Travel throughout the State is required. Participation in various conferences, seminars and meetings is expected.

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

Directly supervises and provides supervision to a staff of Senior Right of Way Agents and provides the second line supervision of rank and file staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough knowledge of the following: Mission, Vision, Goals and Objectives of the Right of Way Program and Department of Transportation; real estate and land title law; Federal and State law pertaining to valuing and acquiring private land for public purposes; policies and procedures relating to the department's Right of Way activities; and the principles and practices of public administration, personnel management, budgeting, and supervision. Must have the ability to reason logically and creatively, analyze complex situations accurately and adopt or recommend an appropriate course of action, present ideas and information effectively and establish overall priorities. Right of Way activities are governed by a multiplicity of State and Federal laws, regulations and policies necessitating broad analytical skills to assure that the applicable procedures are followed. Analytical skill is required to make decisions in sensitive real property transactions, to interpret complex documents and determine their correctness. Ability to create an environment where teamwork, trust, respect, ethical behavior, quality, customer service and continues improvement exist.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the successful implementation of policies and procedures relating to delivery of property rights required for transportation projects, and to delivery of quality Right of Way products in a timely cost effective manner. Errors in judgment could impede the timely advertising of construction contracts, create legal liabilities, impair the District's relationship with local transportation authorities, and impact the Department's credibility with property owners, legislators and the public.

PUBLIC AND INTERNAL CONTACTS

Must interact with other Region, District and Field Office staff (managers, supervisors, and rank and file). Regularly communicates with other Right of Way personnel in Headquarters and other Regional and District offices. Extensive contact with legislators, representatives of City, County, State, and Federal agencies, property owners, and other members of the community.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- Ability to conduct on-site reviews; i.e., measuring structures
- Ability to drive to remote locations in single duration (up to 6 hours)
- Ability to travel outside of the District overnight

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- Ability to sit for long periods of time using keyboard and display terminal
- Ability to hear and see for appraisal purposes
- Ability to perform field inspections of properties which may expose incumbent to dust, dirt, uneven ground and traffic
- Ability to move 25 lb. to 35 lb. (files, boxes, laptops, projectors)
- Ability to lift, bend, stoop, and kneel
- Ability to use various types of copy and facsimile equipment
- Ability to transfer thoughts to paper or electronic medium (reports, memo, letters, etc.)
- Ability to sustain mental activity needed for report writing, auditing, problem solving, analysis and reasoning, etc.
- Ability to focus on single tasks, as well as multi-tasks when necessary
- Ability to remain, calm, patient, professional when dealing with the public and others on sensitive issues
- Ability to respond to changing work priorities and processes

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lights. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. When in the field, fluctuating temperatures can be expected. May be subject to various terrain, noise, odors, and dusty atmosphere. Incumbent will be required to travel and will mandate periodic overnight stays. Possession of a valid driver's license is required when operating state owned or leased vehicles.

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, as determined by the Department. The selected candidate may be required to travel to the headquartered location. All expenses to travel 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