

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Right of Way Agent	OFFICE/BRANCH/SECTION District 12 / Office of Right of Way	
WORKING TITLE Associate Right of Way Agent	POSITION NUMBER 912-400-4965-XXX	REVISION DATE 03/02/2026

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 a Senior Right of Way (R/W) Agent, the Associate Right of Way Agent is responsible for the more complex and technically detailed coordination of R/W Airspace and Utility Relocations required for managing the State's assets and construction of State Transportation projects, respectively. Incumbent maintains both manual records and electronic databases, keeping them current and complete while receiving minimal supervision in performing various Right of Way functions.

Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

CORE COMPETENCIES:

As an Associate 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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Prosperity, Employee Excellence - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Innovation)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Collaboration, Stewardship)
- **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. (Safety, Climate Action - Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Employee Excellence - Integrity, People First)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Employee Excellence - Pride, Stewardship)
- **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, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity, Employee Excellence - 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. (Employee Excellence - Pride, Stewardship)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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45%	E	<p>Work with telecommunication consultants, wireless companies representatives, privately owned businesses, and public agencies to determine site availability and applicability of state owned airspace sites for use by private cellular wireless telecommunications companies, privately owned businesses, and public agencies. Facilitate placement of cellular and wireless telecommunications fixtures and equipment that are the least invasive to the site's surroundings.</p> <p>Review and submit various submissions (drawings, diagrams and working plans) from telecommunications consultants, proposed lessees, engineers and/or architects for: 1) conceptual proposals, 2) preliminary proposals, 3) final proposals (plans). Coordinate the review of submittals with the representatives of the Caltrans District Airspace Review Committee (DARC) whose program is impacted by the proposed use (i.e., Traffic Operations, Project Development, Environmental, Maintenance, Landscaping, Park and Ride, Telecommunications Engineer, State Fire Marshal, and Structures, etc.).</p> <p>Coordinate, review, and obtain various approvals of the proposals submitted by carrier's consultant and proposed lessees. Ensure that the guidelines established by all impacted programs within Caltrans are considered before airspace site approval and prior to requesting the issuance of an Encroachment Permit.</p> <p>Reconcile each Airspace account with the different telecommunication companies, privately owned businesses, and public agencies to assure proper billing and payments.</p> <p>Perform regular, routine airspace inspections and stormwater inspections. Coordinate regular, routine State Fire Marshal inspections.</p>
25%	E	<p>Serve as the State's point of contact with utility owners, project delivery teams, utility company representatives and any other involved parties. Coordination of relocation or removal process of utility facilities that are either in physical conflict or in violation of Caltrans' utility accommodations policy for transportation projects. Prepare route estimates based on possible relocations for accurate budgeting. Coordinate positive location requirements for all high priority utility facilities within project limits. Coordinate relocation or removal process of utility facilities that are either in physical conflict or in violation of Caltrans' utility accommodations policy for transportation projects.</p> <p>Prepare E-76 project information. Obtain/analyze data to allocate costs between owners and State for required utility adjustment work and present the data in a Report of Investigation. Assist in preparing requisition and/or review of the following: high priority and longitudinal exceptions, design agreements, Notices to Owners, Utility Agreements, encroachment permits, requests to plot easements, certification for proposed construction projects. Coordinate utility verification with all affected Utility Owners.</p> <p>Assist the Project Engineer in generating existing utility location maps. Identify all proper utility owner contacts for each individual project.</p> <p>Process Joint Use Agreements, Consent to Common Use Agreements, Director's Deeds, and Easements. Provide oversight activities to Local Programs Assistance (LPA) and consultants on State highway projects funded by others sources.</p>
10%	E	<p>Establish, document, and maintain airspace and utility files in a neat and organized manner. Thoroughly document each airspace action and utility relocation action taken over the life of a tenancy or project to document the diversity and complexity involved in the airspace transactions or utility process and potential safety impacts. Document or record in the airspace diary and utility file diary any discussion, meeting, file review, or field review on the project or related to the tenancy. Date and sign/initial all diary entries and notations in the file.</p>

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10%	E	<p>Review account balance of each assigned tenancy at least twice per month. Review expiration date of certificate of insurance for each assigned tenancy at least once per month and obtain current certificate of insurance prior to expiration of current policy. Submit adjustment screens for each assigned tenancy, as needed. Update pertinent information in the Right of Way Management Information System II (ROWMIS 2) for each assigned tenancy. Record important information in the Airspace diary for each tenancy. Coordinate auctions for airspace properties.</p> <p>Verify Utility Owner's relocation bills and process for payment. Verify positive location and relocation bills to process payment. Process property right conveyances to Utility Owners to include recordation of deeds and verification that recorded information has been entered on State Record maps. Coordinate billing and refunding of LPA funds relating to utility costs pursuant to cooperative agreement provisions. Coordinate utility information with Caltrans' offices, divisions, branches and external organizations.</p>
10%	M	<p>Represent Right of Way at meetings, events, activities relating to the R/W Utility Relocations process and Airspace program. Frequently coordinate and facilitate utility meetings and airspace meetings which can include estimating, verification, conflict management, positive location, relocation, pre-construction issues, and DARC reviews. Attend staff meetings, training sessions, and other meetings as required.</p>

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

No supervision but may act in lead capacity while aiding in the training and development of Right of Way Agents, Range A and B.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Thorough knowledge of State and Departmental policies and procedures; State and Federal laws, rules and regulations pertaining to Utility Relocation and Airspace for public use is required. Principles of utility relocation, airspace, appraising, acquisition, relocations assistance, condemnation, title & escrow, hazardous waste management, expert witness acquisitions, contract management oversight, disposal of public property, real property law, and the state Contract Act is required. General knowledge of the following is required: analytical methods and information sources to perform tasks such as preparing utility documents needed for relocation, formulation and preparation of reports; basic arithmetic; basic algebra; basic geometry; common methods of describing real property; Right of Way engineering principles; and construction and maintenance of transportation facilities as related to rights of way. Knowledge of land development and investment practices, Federal Highway Administration policies and procedures that pertain to right of way activities, laws, policies and procedures involving the concepts of transportation facilities and their impact on the community and the environment, policies, procedures and functions of Caltrans Division of Right of Way, Department of Transportation, California Transportation Commission, and the Uniform Relocation Assistance Act of 1970, as amended, is required.

The ability to speak and write English clearly and effectively; read and understand English including engineering terminology and the quasi-legal terminology; assemble and analyze data, and be able to understand the factors involved in airspace and the principles underlying the airspace process is required.

A high degree of analytical ability is required - various alternatives must be considered when preparing airspace documents to determine if the conclusions relate appropriately to the airspace requirements of the program. A keen analytical and problem-solving aptitude, along with the ability to exercise good professional judgment, is essential.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decision making can adversely affect and increase project costs due to condemnation activities, project delivery, loss of Federal funds and decreased Regional 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

Incumbent in this position requires extensive public contact representing the Department in dealing with property owners, tenants, the public, proposed airspace lessees, and other public agencies. There may be contact with Right of Way management, District Right of Way functional area personnel, Division of Right of Way, Project Management, Project Design, Legal Division, Encroachment Permits office, wireless carriers, local government entities, County and City officials, Federal Highway Administration and other public agencies. Internal and external contact will be verbal or written, as needed, to perform assignments.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard, video display terminal, laptop, and telephone. Incumbent must possess the ability to move up to 25lbs. such as, but not limited to, files, boxes, laptops, reports, and cumbersome plans. Incumbent must possess the ability to use a smart mobile device.

Must have the ability to conduct on-site reviews, i.e., measuring structures, evaluating property, and taking photographs. Must be able to travel to remote locations in single duration of time.

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-task when necessary.

Incumbent must be able to give oral presentations to gathering of various sizes and at various levels of the Department. Incumbent must be composed and articulate in meetings and in telephone conversations. Employee must be able to respond to changing work priorities.

WORK ENVIRONMENT

While at the base of operations, incumbent will work in a climate-controlled office under artificial lighting when required. Will use a keyboard, video monitor and laptop for short periods of time as well as a telephone. May also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold. Possession of a valid driver's license is required when operating a state owned vehicle or leased vehicle.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses 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

POSITION DUTY STATEMENT

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CLASSIFICATION TITLE Right of Way Agent	OFFICE/BRANCH/SECTION District 12 / Office of Right of Way	
WORKING TITLE Right of Way Agent	POSITION NUMBER 912-400-4959-XXX	REVISION DATE 03/02/2026

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 a Senior Right of Way Agent, the Right of Way Agent will be engaged in a variety of entry level Right of Way (R/ W) activities for the District 12 Office of Right of Way. The incumbent will have varied assignments (rotations) to reflect training needs and variations in District workload. Incumbent will be assigned duties in one or more Office of Right of Way functional areas.

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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. (Prosperity, Employee Excellence - Collaboration, Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - 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. (Employee Excellence - Collaboration, Stewardship)
- **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. (Safety, Climate Action - Collaboration, Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Employee Excellence - Integrity, People First)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Employee Excellence - Collaboration, Innovation, Stewardship)
- **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, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity, Employee Excellence - 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. (Employee Excellence - Pride, Stewardship)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

45%	E	<p>Prepare District Airspace Review Committee (DARC) approval documents for non-complex lease proposals. Work with telecommunication consultants, wireless companies representatives, privately owned businesses, and public agencies.</p> <p>Assist with the review of lease proposal submissions throughout the three airspace proposal phases.</p> <p>Actively communicate with the various representatives of the DARC and proposed lessees regarding any outstanding documents.</p> <p>Prepare rough draft notices for Senior Right of Way Agent review. Assist with the reconciliation of each Airspace account.</p> <p>Perform regular, routine airspace inspections and stormwater inspections. Coordinate regular, routine inspections with the State Fire Marshal.</p>
20%	E	<p>Assist in performing functions relating to relocation or removal process of utility facilities that are either in physical conflict or in violation of Caltrans utility accommodation policy for transportation projects.</p> <p>Assist with the preparation of utility cost estimates, Notices To Owners, Utility Agreements, encroachment permits, requests to plot easements, and utility certification for proposed construction projects.</p>
15%	E	<p>Establish, document, and maintain airspace and utility files in a neat and organized manner. Thoroughly document each airspace action and utility relocation action taken over the life of a tenancy or project to document the airspace transactions or utility process and potential safety impacts. Document or record in the airspace diary and utility file diary any discussion, meeting, file review, or field review on the project or related to the tenancy. Date and sign/initial all diary entries and notations in the file.</p>
15%	E	<p>Review account balance of each assigned tenancy at least twice per month. Review expiration date of certificate of insurance for each assigned tenancy at least once per month. Assist with the submittal of adjustment screens for each assigned tenancy, as needed. Assist with the updating of pertinent information in the Right of Way Management Information System II (ROWMIS 2) for each assigned tenancy.</p> <p>Review Utility Owner's relocation bills and positive location bills. Submit draft payment forms for Senior Right of Way Agent review. Assist with property right conveyances to Utility Owners. Assist with the billing and refunding of Local Programs Assistance (LPA) funds relating to utility costs. Coordinate utility information with Caltrans' offices, divisions, branches and external organizations.</p>
5%	M	<p>Frequently coordinate utility meetings and airspace meetings for utility conflict management, positive location work, relocation work, pre-construction issues, and DARC reviews. Attend staff meetings, training sessions, and other meetings as required.</p>

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MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

No supervision or guidance is exercised over others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent 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. Incumbent must have specific knowledge of real property law, eminent domain law, and appraisal terminology and methodology.

The ability to speak and write English clearly and effectively; read and understand English including engineering terminology and the quasi-legal terminology; assemble and analyze data and be able to understand the factors involved in airspace and the principles underlying the airspace process is required.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decision making can adversely affect and increase project costs due to condemnation activities, project delivery, loss of Federal funds and decreased Regional 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

Incumbent in this position requires extensive public contact representing the Department in dealing with property owners, tenants, the public, proposed airspace lessees, and other public agencies. There may be contact with Right of Way management, District Right of Way functional area personnel, Division of Right of Way, Project Management, Project Design, Legal Division, Encroachment Permits office, wireless carriers, local government entities, County and City officials, Federal Highway Administration and other public agencies. Internal and external contact will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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Must have the ability to conduct on-site reviews, i.e., measuring structures, evaluating property, and taking photographs. Must be able to travel to remote locations in single duration of time.

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-task when necessary.

Incumbent must be able to give oral presentations to gathering of various sizes and at various levels of the Department. Incumbent must be composed and articulate in meetings and in telephone conversations. Employee must be able to respond to changing work priorities.

WORK ENVIRONMENT

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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.)

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)

Erika Irizarry

SUPERVISOR (Signature)

DATE