

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Right of Way Agent	OFFICE/BRANCH/SECTION District 10/Right of Way	
WORKING TITLE Associate Right of Way Agent	POSITION NUMBER 910-400-4965-XXX	REVISION DATE 03/22/2023

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

**GENERAL STATEMENT:**

Under general direction of a Senior Right of Way Agent, the Associate Right of Way Agent has extensive public contact representing the Department in dealing with property owners, tenants, the public and other agencies; act as representative of property owners; may lead and direct the work of Right of Way Agents. The incumbent is responsible for complex assignments related to Appraisal, Acquisition/Condemnation, Utility Relocation, Project Coordination, Planning and Management, Relocation Assistance, Property Management, Excess Land, Airspace, Local Programs, Railroad Coordination and other Right of Way tasks pursuant to established policies and procedures, and applicable State and Federal laws and regulations.

**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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Prosperity - Collaboration)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Equity)
- **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. (Employee Excellence - 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. (Prosperity - Pride)
- **Interpersonal Savvy/Partnering**: Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Employee Excellence - Collaboration)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - People First)
- **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. (Prosperity - Collaboration)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation)
- **Business Acumen**: Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Employee Excellence - Pride)

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
30%	E	<b>Appraisal Branch</b> Perform detailed field investigations and research. Obtain and develop market data, analyzes severance damages, access right issues, larger parcel determination and valuation of integrated equipment and curative damages in conjunction with the preparation of appraisal reports required prior to right of way purchases. Prepare appraisal reports using Replacement Cost New Less Depreciation (RCNLD) method of valuation, Title VI requirements, FHWA minimum requirements; Uniform Act Requirements, outdoor advertising structure payment schedules, sign site value analysis, finding A & B valuation methodology, public sale estimates, rent determination and airspace lease rate/appraisal reports.

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30%	E	<p>Acquisition/Condemnation Branch</p> <p>Examine and interpret title reports and the impact of title exceptions on securing acceptable title to real property. Prepare Right of Way (RW) contracts, memorandums of settlement, appraisal summary statements. Review and identify subsidiary interest and potential claims for compensation. Assure compliance with eminent domain procedures including Notice of Intent (45-day letter) to obtain Resolution of Necessity, Appearance Requests, Filing court documents (LisPendens, Complaint form, Notice of Deposit and Basis of Appraisal, etc.) Securing Order for Possession and Service of process.</p>
25%	E	<p>Utilities Coordinator</p> <p>Investigate location of aerial and underground utilities. Make contact with utility owners for relocation state transportation projects. Interpret state plans for utility owners. Transmit plans to show utility owners the relocation requirements. Plan relocation schedule with owner's representatives; review and negotiate owner's plans, estimates and relocation cost claims; and negotiate Utilities Agreements for relocation work. Determine owner's liability and make recommendations, as needed to Headquarters for state liability. Inspect owner's relocation work. Review owner's billing and recommend payment on bills. Assist state auditor in these investigations. Certify RW to be obtained for utility owner's relocations and transfer title to owners. Assist the Legal Division in making appropriate liability determinations on difficult liability problems.</p> <p>Correlate utility and state design plans and recommend design changes to minimize conflicts and reduce cost of relocations. Recommend changes in owner's plans to eliminate unnecessary adjustments. Arrange, coordinate and schedule owner's relocation work to correspond to the State's construction progress. Coordinate with all departments and act as liaison to all departments on utility matters, including Local Assistance Measure "A" and Consulting Services Branch. Budget for capital outlay and RW support. Coordinate and schedule utility relocations with the contractor's operation. Review and prepare special instruction for inclusion in contract special provisions. Review and recommend as to utility facilities on proposals to dispose of excess land.</p> <p>Certify utility compliance on projects for advertising. Prepare and process legal documents perpetuate owner's prior property rights. Prepare reports for and request through Headquarters any reports that require Federal Highway Administration (FHWA) authorization to process with utility relocations. Initiate FNM-76 request for Federal funding. Certify compliance with the state's policy on high and low risk underground facilities. Prepare request for freeway encroachment approvals. Review and comment on District Utility encroachment permits. Advise resident engineer on utility matters.</p>
10%	E	<p>Make presentations to the public and attend Project Development Team meetings and or public meetings.</p>
5%	M	<p>Incumbent may assist and coordinate several programs, such as Planning and Management, Property Management, Utilities Relocation, Excess Lands, Relocation Assistance or Condemnation. Participate in Incumbent may assist and coordinate several programs, such as Planning and Management, Property Management, Utilities Relocation, Excess Lands, Relocation Assistance or Condemnation. Participate in training or quality workshops.</p>

<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. May act in a lead capacity.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have complete understanding and thorough knowledge of FHWA and Caltrans rules, regulations laws and requirements governing negotiation procedures. Must have complete knowledge of the Uniform Relocation and Acquisition Policy act and ensure strict adherence to all Federal and State rules, regulations, and laws as may be applicable within an assigned function. Broad knowledge of real estate, condemnation law and their application to acquisition of private property by public agencies, together with complete familiarity with Eminent Domain proceeding are required. Incumbent must be familiar with California real estate law, methods of financing, appraisals and negotiation policies and procedures. Must have full working knowledge of determination of property highest and best use, zoning and its effects on highest and best use, partial taking and damage analysis, contributory improvement value, curative damage payments, and income capitalization techniques.

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Must have ability to read and understand plans, drawings and maps, and assess the affect of a proposed project on private properties, utility companies and businesses. Incumbent must have ability to communicate, both verbally and in writing to large or small groups, Department management, public entities and individuals. Incumbent must also have the ability to use computers, spreadsheets and graphics. Ability to work independently or as a member of a team; communicate effectively with the public in a manner reasonable to their comprehension.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Typical activities involves considerable independent action. Incumbent is expected to use their own judgment in undertaking and accomplishing assigned responsibilities within prescribed guidelines as provided in the RW Policy Manual, procedural handbooks and related material. Errors in work could result in failure to meet project target dates, inappropriate or unnecessary expenditure of public funds, and personal injury or property damage and possible loss of Federal participation in projects.

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### PUBLIC AND INTERNAL CONTACTS

Extensive public contact representing the Department in dealing with property owners, tenants, the public and other agencies. Contact with various officials, staff and the general public through direct contact, public hearings and meetings, as required. Daily contact with project delivery team members, and occasionally confers with representatives for Headquarters, FHWA, other State Departments and other district personnel.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for extended periods of time using a key board and video display terminal to prepare reports and documents. Must be able to move large or cumbersome plans and diagrams from one location to another. Ability to perform some periods of field reviews. Must have the ability to conduct on-site reviews, (i.e. measuring structures and evaluating property). Ability to drive safely to remote locations in a single duration (up to 6 hours); ability to hear, see, and walk over uneven surfaces for right of way functional purposes including, but not limited to appraising and real estate negotiations; Ability to sustain mental activity needed for report writing, problem solving, analysis, and reasoning. Ability to focus on single tasks, as well as multi-tasks when necessary. Must be able to remain calm, patient, and professional when dealing with the public and internal customers on sensitive issues. Ability to respond to changing work priorities. Must be capable to determine his/her own work schedule.

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### 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. Occasional travel may be required. Possession of a valid driver's license is required when operating a state owned 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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate.

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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.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Right of Way Agent	OFFICE/BRANCH/SECTION District 10/Right of Way	
WORKING TITLE Right of Way Agent	POSITION NUMBER 910-400-4959-XXX	REVISION DATE 03/22/2023

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

**GENERAL STATEMENT:**

Under the close supervision of a Senior Right of Way Agent, assist in the various programs and duties of the Right of Way Department while receiving formal and rotational on-the-job training in the major functional areas of appraisals, acquisitions, relocation assistance, property management, airspace development, excess land sales, utility relocation, railroad coordination, local programs and planning and management. Incumbents are assigned progressively more complex right of way work as their competence increases.

**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.

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- **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. (Employee Excellence - 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. (Prosperity - Pride)
- **Interpersonal Savvy/Partnering**: Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Employee Excellence - Collaboration)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - Collaboration)
- **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 - Innovation)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation)
- **Business Acumen**: Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Employee Excellence - Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
20% E	<p>Appraisal</p> <p>Assist with or examine title reports and evaluate the effect of title encumbrances; inspect subject properties and interview property owners for pertinent information regarding property; measure buildings, prepare description and plot plan of buildings, search surrounding area in effort to obtain comparable market data; interview local building and zoning authorities, brokers, salespersons and other knowledgeable persons for various valuation information; analyze and interpret data obtained in order to ascertain interest rates, land and improvement value ratios, gross income multipliers, land values; prepare comprehensive written appraisal reports in conformance with accepted State and Federal standards.</p>

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20%	E	<p><b>Acquisition</b></p> <p>Assist with or examine and interpret title reports as to the effect of title encumbrances on property to be acquired; prepare Right of Way (RW) Contracts to convey title; present offers to property owners; secure execution of documents to complete transfer of title and property rights to the State; and make records of all acquisition activities in the parcel diary files for each parcel.</p>
20%	E	<p><b>Planning and Management – Estimating &amp; RW Certification</b></p> <p>Assist with or prepare project cost estimate for capital outlay regarding any property rights affected or needed for the proposed project; determine resource and lead time requirements; and attend project development meetings and workshops. Assist with or prepare RW Certifications for capital outlay projects after confirming clearance of all right of way in accordance with RW Manual and policies. This involves confirming possession or permits to enter and clearance or a plan for clearance for utilities, railroads, airspace, property rights, US Forest Service, and other property rights identified. Communicate and obtain information from Project Delivery Team Leaders, Project Engineers, Environmental Planners, Agents, Utility Senior, Railroad Senior, and others as needed. Enter milestone information in RW database. Identify and assure correct distribution of RW Certifications. Attend project development meetings and, as needed, prepare reports.</p>
20%	E	<p><b>Utilities</b></p> <p>Assist with or coordinate all aspects of utility relocation, including investigation of aerial and underground utilities; make contact with the utility owners for relocation on State transportation projects; interpret State plans for utility owners; plan relocation schedule with owner's representatives; review owner's plans, estimates and relocation cost claims; negotiate utilities agreements for relocation work; provide estimate of utility costs for data sheet and make liability determinations.</p>
10%	E	<p><b>Relocation Assistance</b></p> <p>Assist with or make personal contacts with persons to be displaced explaining the provisions of the relocation regulations; gather market data, prepare draft and final relocation impact documents, prepare comparative analysis and determine replacement housing value; calculate amount of relocation payment and coordinate preparation and processing of claims; maintain housing resources (listing of properties for sale or rent) information and advise displacees of available housing replacement.</p>
10%	M	<p>Make presentations to the public and attend Project Development Team meetings. Participate in training or quality workshops.</p>

<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**

Knowledge of: Basic principles of land economics and general concepts and practices in real property transactions; terminology employed in the semi-legal work involved in real property acquisition and appraisals. Use analytical methods and information sources to prepare and formulate reports.

Ability to: Understand and apply the laws, policies, rules and regulations relating to the acquisition of property for public use purposes. Assemble and analyze data and make mathematical computations, reason logically and creatively in unique situations; establish and maintain cooperative relationships with persons contacted in the course of the work; speak and write clearly and effectively.

- Ability to use computers, spreadsheets and graphics
- Ability to work independently or as a member of a team
- Ability to communicate effectively with the public in a manner reasonable to their comprehension

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Typical activities involves considerable independent action. Incumbent is expected to use their own judgment in undertaking and accomplishing assigned responsibilities within prescribed guidelines as provided in the RW Policy Manual, procedural handbooks and related material. Errors in work could result in failure to meet project target dates, inappropriate or unnecessary expenditure of public funds, and personal injury or property damage and possible loss of Federal participation in projects.

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### PUBLIC AND INTERNAL CONTACTS

Contact with property owners, real estate brokers, City and County building, planning and zoning personnel, brokers and developers. Internal contacts with various levels of Right of Way Agents and Engineers in the District Branches.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for extended periods of time using a key board and video display terminal to prepare reports and documents. Must be able to move large or cumbersome plans and diagrams from one location to another. Ability to perform some periods of field reviews. Must have the ability to conduct on-site reviews, (i.e. measuring structures and evaluating property). Ability to drive safely to remote locations in a single duration (up to 6 hours); ability to hear, see, and walk over uneven surfaces for right of way functional purposes including, but not limited to appraising and real estate negotiations; Ability to sustain mental activity needed for report writing, problem solving, analysis, and reasoning. Ability to focus on single tasks, as well as multi-tasks when necessary. Must be able to remain calm, patient, and professional when dealing with the public and internal customers on sensitive issues. Ability to respond to changing work priorities. Must be capable to determine his/her own work schedule.

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### WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. They will use a keyboard and video monitor for long periods of time, as well as a telephone, faxes machine and photocopier. Employees periodically may be required to travel and lodge overnight for an extended duration. A valid drivers license is required when operating a state-owned vehicle.

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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.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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