

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Right of Way Agent	OFFICE/BRANCH/SECTION D5/Right of Way/Planning & Management/Project Coordination	
WORKING TITLE Right of Way Agent, Planning & Management/Project Coordinati	POSITION NUMBER 905-400-4959-014	REVISION DATE 04/29/2026

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

GENERAL STATEMENT:

Under the the close supervision of the Senior Right of Way Agent serving as the Branch Chief, incumbent coordinates right of way project delivery activities for the district and and serves performs planning and management functions responsible for fiscal, I programming and accounting functions. Communicates with the Senior Right of Way, branch chiefs, managers, and project managers in order to establish Right of Way schedules and coordinate the need for staff resources and capital programming. Provides services as outlined in the Right of Way Project Coordinators Handbook.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Collaboration)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Collaboration)
- **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)
- **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. (Employee Excellence - Collaboration)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - 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 - Collaboration)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Employee Excellence - Collaboration)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	Develops and recommends Right of Way project delivery schedules and resource levels to Senior Right of Way branch chief for approval and forwarding to District Program/Project Management. Administers resource estimating, project scheduling and monitoring capital outlay projects and their respective Right of Way involvement. Monitors delivery of Right of Way work products in accordance with approved schedules and recommends adjustments in staffing allocations based on project delivery needs and performance. Responsible for monitoring, managing, and developing the Right of Way Certification process and coordinates with the right of way management team for the preparation of the certification documentation.

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30%	E	Prepares Right of Way work plans based on Right of Way project estimates. Verifies accuracy of databases for capital, support, and project monitoring. Oversees preparation of the Right of Way element of all programming documents. Coordinates programming of Right of Way capital to ensure sufficient capital and support resources. Monitors delivery of Right of Way work products in accordance with approved schedules and recommends adjustments in staffing allocations based on project delivery needs and performance
30%	E	Responsible for processing payments to over 250 payees annually and manages transactions for multiple branches. Is the lead contact with Accounting Headquarters and Office of Federal Resources. Substantial use of accounting, fiscal and project management platforms including Project Resource and Schedule Management (PRSM), Accounting Management System (AMS) Advantage, California Transportation Improvement System (CTIPS), Right of Way Management Information System (ROWMIS), Right of Way Supplemental System (ROWSUP), and Federal Aid Data System (FADS).
5%	M	Monitors Right of Way support expenditures against work plans and adjusts expenditure plan to reflect current schedules. Is the PRSM Task Manager for support resources. Represents Right of Way on Project Development Teams, project delivery meetings and focus meetings with multiple branches associated with the coordination, management and delivery of the right of way program. Serves as the Right of Way Liaison to the Environmental Branch to ensure permitting and mitigation efforts are sufficiently and timely funded.

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

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough knowledge of the following: Right of Way policies and procedures, process for project scheduling and programming; Right of Way information systems and other project delivery databases; and computer applications. Must have the ability to reason quickly, logically and creatively to interpret reports and analyze situations of other Right of Way Branch Chiefs and non-Right of Way staff. Good computer skills are essential. The ability to speak and write clearly and effectively; establish and maintain cooperative relationships with individuals contacted in the course of business including but not limited to co-workers, property owners, occupants and the general public, often in tense and confrontation situations, in a calm and effective manner. Right of Way and project delivery activities are governed by a multiplicity of State and Federal laws, rules, regulations, and policies, necessitating broad analytical skills to assure the applicable procedures are followed. This can include the interpretation of complex legislation, procedural guidelines, and technical manuals related to various aspects of transportation project development. The incumbent must be able to research, interpret, and report data accurately and objectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in work could result in failure to meet project target and milestone dates, inappropriate or unnecessary expenditure of public funds, personal injury or property damage, and possible loss of Federal participation in cost of projects.

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, Engineers, and Environmental Planners Project Control and Project Managers in the District Branches.

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)
- May be required to travel outside of the District overnight
- Ability to sit for long periods of time using keyboard and display terminal
- Ability to hear and see for airspace/wireless purposes
- Ability to perform duties 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

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- 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, 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, fax machine and photocopier. Employees may also be required to travel and lodge overnight for an extended duration.

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. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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