

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION District 52 - Division of Right of Way and Land Surveys	
WORKING TITLE Real Property Services Region/District Liaison	POSITION NUMBER 913-400-4962-911	REVISION DATE 01/06/2026

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 Office Chief for Real Property Services, the Senior Right of Way Agent (SRWA) in Real Property Services (RPS) acts as Region/District Liaison who will provide guidance and assistance to Regions/Districts. The SRWA participates in policy development and active management of the Department's Property Management, Airspace, and Clearance & Demolition programs.

CORE COMPETENCIES:

As a Senior 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. (Employee Excellence - Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Pride)
- **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 - Equity)
- **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 - Collaboration, Innovation)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Prosperity - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Innovation)
- **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. (Equity - Equity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Climate Action - Innovation)
- **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)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
25%	E	Acts as Liaison to assigned Region/Districts, providing training, advice and assistance in Property Management, Airspace, and Clearance & Demolition. Performs staff assistance and Quality Reviews for the assigned Region/Districts.
20%	E	Helps formulate and implement statewide Property Management, Airspace, Wireless Leasing, and Clearance & Demolition, in the Right of Way policies and procedures.
20%	E	Interprets legislation, policies, procedures, regulations, and maintains Right of Way Manual chapters for the Property Management, Airspace, and Clearance & Demolition functions as assigned.

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15%	E	Assists and reviews the timeliness and accuracy of the data entry in Right of Way Management Information System (ROWMIS) for assigned Regions/Districts. Provides ad hoc reports and analysis as required to meet informational needs of management, the Directorate, California State Transportation Agency, other State Departments, and the Legislature.
10%	E	Reviews and approves nonstandard terms and conditions in Property Management and Airspace leases, contracts and other documents for assigned Regions/Districts after consulting with other Right of Way functions along with other Headquarters divisions (ex. Legal, Accounting, Division of Procurement and Contracts (DPAC), Environmental, Design, Maintenance and Project Management).
5%	M	Interacts with other governmental agencies and the public on Property Management, Airspace, and Clearance & Demolition issues that affect policy and procedures for said functions.
5%	M	Coordinates and actively participates in Functional Councils and cross-functional teams. May act for Office Chief of Real Property Services or serve as back-up liaison for other RPS team members, on occasion.

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. Employee is responsible for providing guidance related to Real Property Services activities, policies, and processes to assigned Region/District staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess a thorough knowledge of real estate principles, and analytical skills sufficient to conduct complex financial, economic and political evaluations contemplating the highest and best use, value and development potential of Department real property. It is essential that the incumbent have the ability to analyze, write reports dealing with complex and sensitive subjects, work effectively with others as a member of an interdisciplinary team, or work independently to deliver required outcomes.

The incumbent is required to adopt, and apply, methods and procedures to accomplish new assignments and find solutions. The incumbent should have a thorough knowledge of policies and directives of federal, state and local agencies, as well as federal and state legislation. The incumbent must be able to exercise good judgment and flexibility in developing problem solving strategies. The ability to communicate effectively, both orally and in written form, is essential. The incumbent must also be adept in learning, and using, new and legacy technology systems.

The incumbent must be able to apply written policies, procedures, and standards. The Senior Right of Way Agent must be able to adapt to new roles and organizational structures, by leveraging innovations and efficiencies, and help to guide the implementation of the Department's purpose, mission, vision, goals, and values.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent assists in the development and implementation of regulations and procedural guidelines for a complex and highly visible program. Poor decisions, judgment or recommendations could result in criticism of the department by members of the Legislature, the California Transportation Commission, California State Audits, special interest groups and the public. The incumbent must ensure the accuracy of reports prepared, provide sound recommendations on proposals, and produce professional, quality, and timely work.

PUBLIC AND INTERNAL CONTACTS

The incumbent works closely with colleagues, supervisors, and managers. Internal contacts will be made throughout the Department at all levels and with all divisions, as required for the performance of the duties assigned. External contacts include those with other State and local government agencies, Federal Highway Administration (FHWA), the California Transportation Commission, affected property lessees and tenants, and professional groups on a statewide basis. The incumbent must comport themselves in a professional manner, and must be capable of diplomatically communicating sensitive and/or difficult information.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

There are no special physical requirements for this position. The tasks performed by a Senior Right of Way Agent are complex, detailed, and varied requiring independence of action, sound judgment, and decision making.

WORK ENVIRONMENT

This position is located out of the Sacramento HQ office. While in the office, the incumbent will work in a climate-controlled office between 64 and 84 degrees under artificial lighting. The current position is a hybrid telework position, where the employee will work from home an agreed amount of time and report in office on regularly scheduled days. Telework agreements are subject to

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change, based on office needs, and are at the purview of the employer. Travel throughout the State of California will be required.

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. For permanent and limited term appointments, 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