

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION 52/Right of Way/Office of Appraisals & Local Programs & Certs	
WORKING TITLE Appraisal Coordinator/Liaison, Review Appraiser	POSITION NUMBER 916-400-4962-119	REVISION DATE 06/19/2026

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 of Appraisals, Local Programs and Right of Way (RW) Certifications, the Senior Right of Way agent is a technical expert for the Department, responsible for providing timely staff assistance, advice and guidance to the Division and assigned districts/regions on all matters concerning the Appraisal function for public transportation purposes. The specific duties listed below constitute a framework of responsibilities for the incumbent. However, it is intended that there be a high degree of flexibility in determining how time should be utilized since the needs of the districts and Headquarters (HQ) vary from time to time. The incumbent represents the Office Chief of Appraisals and acts as an appraisal coordinator/liaison; responsible for oversight of statewide appraisal quality, and development/implementation of training as needed by Division or District management to ensure an effective appraisal workforce. Major emphasis shall be placed on assisting district/region staff in the timely delivery of appraisal work product that meets or exceeds statutory requirements, accepted appraisal practices and statewide policies, guidelines, practices and procedures.

**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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation)
- **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 - Collaboration)
- **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, Employee Excellence - People First, Pride)
- **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. (Equity, Employee Excellence - People First, Pride)
- **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. (Equity, Employee Excellence - Integrity, People First, Pride)
- **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. (Safety, Equity, Employee Excellence - Equity, People First, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity, Pride, Stewardship)
- **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. (Equity, Employee Excellence - Equity, Integrity, Pride, Stewardship)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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20%	E	Acts as a technical expert for the Office Chief and Division in the appraisal of real property rights for public transportation purposes. Provides consultation, timely technical and procedural advice and assistance to district/region management and staff in the delivery of quality appraisal work product within programmed allocations and schedules.
20%	E	Maintains and updates Division procedure manuals applicable to appraisal activities. The Right of Way Manual is approved by the Federal Highway Administration (FHWA) on a five-year cycle. The Manual is a "living document" required to be current with federal and state law, including case law, as well as the Code of Federal Regulations and other federal guidance. Content of Chapter 7 of the Manual is the responsibility of the Headquarters Office Chief of Appraisals, Local Programs and RW Certifications; however, Senior staff are assigned research, analysis, and composition of Manual revisions including its consistency with all remaining Manual chapters.
15%	E	Serves as a statewide appraisal mentor and advocate for succession planning. Provides oversight and assistance to districts/regions in training and development of core and advanced competencies in district/region appraisal staff. Develops and implements appraisal training courses/modules for Caltrans and region/district staff utilizing all forms of training delivery, such as, face-to-face, webinar, teleconference, Video Teleconference (VTC), self-directed, and PowerPoint.
15%	E	Analyze and evaluate district/region appraisal quality and performance; responsible for identification and development of appraisal performance measures for quality assurance and continuous process improvements. Assist and keep Office Chief and Division informed of significant appraisal-related problems and issues that arise in the districts and potential areas for improvement in policies, standards, procedures, and practices; provides independent advice, recommendations, briefings, and report to the Office Chief and RW Management Board on appraisal and project delivery matters.
15%	E	Performs review appraiser duties and approves all non-delegated appraisal reports prepared by districts/regions and contract consultants (as needed or assigned) for completeness and adherence to accepted appraisal standards, definition of appraisal and report requirements in compliance with Code of Federal Regulations, California state statutes and Department policies, practices and procedures including the Caltrans Right of Way Manual.
10%	E	Responsible for oversight of statewide Consultant and Expert Witness contracting process including scope of work when administered by Right of Way; works directly with the district/region Right of Way contract managers in the administration of the Consultant and Expert Witness program. Participates with or attends pre-submission conferences with district and Legal staff as required. Acts for Office Chief at Legal Division's quarterly Real Property Law Committee meetings and workshops as needed
5%	M	Provides Division evaluation, legislative analyses, and development of policy and procedures relating to appraisal activities, backup support to Division on all matters relating to project Right of Way (ROW) estimates, and other functions as needed, including special assignments. Acts for Office Chief as required.

<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**

This position does not directly supervise others

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

An in-depth knowledge of the major activity areas within Caltrans and organization, Department policies, goals and objectives; and specific/thorough knowledge, experience and practice in completing appraisal work product in accordance with the laws, rules and regulations, both federal and state, governing the appraisal of real property rights for public transportation purposes. In addition, a comprehensive knowledge and understanding of current acceptable appraisal principles and practices as promulgated by the leading nationally recognized appraisal organizations is necessary.

Incumbent must have excellent communications skills, both oral and written; a proven ability to write reports effectively and efficiently, perform review appraiser duties, communicate/train others to perform same; work effectively with others as a member of an interdisciplinary team; work as a team member or independently on the development and oversight of appraisal policies, practices and procedures, including continuous monitoring to identify areas for potential process improvements.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Incumbent is responsible for appraisal report quality and accuracy, the development/implementation of appraisal training and processes/procedures to ensure compliance with all applicable state and federal regulations, accepted standards of appraisal theory and practice and Department policies, practices and procedures. Poor decisions, judgments, or recommendations will

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result in failure of the Division and/or region/district Right of Way to carry out their assigned duty to provide accurate fair market value appraisals in a timely and cost-effective manner.

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### PUBLIC AND INTERNAL CONTACTS

Must be able to establish and maintain working relationships within Division, district/region appraisal staff as well as other functional units and Divisions as needed; and on an as-needed basis with District management, other units/Divisions in Headquarters and FHWA.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Tasks performed by the employee are complex, detailed and varied, requiring initiative, proper deliberation and soundness of decision making. The work requires the person to be innovative and creative because of the wide variety of properties to be appraised and the complexities of regulatory standards and current appraisal techniques. Must be able to multi-task, adapt to changes in priorities and complete tasks or projects with short notice and work with others in a cooperative manner. The position requires travel throughout the State and to other district offices as needed.

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### WORK ENVIRONMENT

While at your base of operations, you will work in a climate-controlled office between 64 and 84 degrees under artificial lighting.

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.

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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)

EMPLOYEE (Signature)

DATE

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)

SUPERVISOR (Signature)

DATE