

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION District 6 / Right of	
WORKING TITLE SRWA - Planning & Management / Project Coordinator	POSITION NUMBER 906-400-4962	REVISION DATE 05/15/2026

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 District 6 Right of Way Office Chief - Capital, the incumbent is responsible for managing the fiscal aspect of the District 6 Division of Right of Way capital budget/expenditures (050 program). Incumbent also manages Right of Way Project Delivery Coordination efforts, working with Right of Way Seniors, Managers and Project Managers to establish Right of Way schedules and resource needs.

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.

- **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. (Employee Excellence - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Innovation, Integrity, Stewardship)
- **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 - Innovation, Integrity, 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. (Employee Excellence - Innovation)
- **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. (Employee Excellence - Innovation, Integrity, Stewardship)
- **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. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, 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, Innovation, Stewardship)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Employee Excellence - Innovation, Stewardship)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

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30%	E	Responsible for all aspects of fiscal management for the District 6 Right of Way Division Capital and Support Allocations. Responsible for ensuring allocations and fund types are expended in accordance with policy, rules and regulations. Supervises and direct staff in approving and tracking Capital Outlay, Minor, Maintenance, Oversight, and Owner Operator direct and indirect activities for Right of Way including, project expenditures (parcels, utilities, railroads, relocations, clearance and demolition, environmental permits, mitigation and endowment payments), Management of the Department's and Right of Way's data base systems including but not limited to: TRAMS, EFIS, AMS Advantage, PMCS, CTIPS, WBS and the associated coding.
30%	E	Supervise and direct staff regarding the tracking, monitoring, and review of the for completeness and accuracy for all tracking, reporting and payment documentation for source/charge expenditures including object codes, Expense Authorization (EA), fund type for all Right of Way Capital (050) payments. Responsible for the maintenance of accurate information in the systems and reports used for to monitor overall project expenditures utilizing specialized tracking and statistical reports developed for disseminated to management and staff on a monthly, bimonthly and annually basis to ensure compliance with resource allocations. Develops, recommends and prepares the Right of Way funding plans based on Right of Way project work plans and estimates. Verifies accuracy of databases (TRAMS, EFIS, AMS Advantage, PMCS, CTIPS, R/W WBS) for capital and support allocations and expenditures by project to ensure expenditures are in line with programming. Oversees preparation of the Right of Way 050 element of all programming documents.
20%	E	Supervises staff that monitor Right of Way Support expenditures against work plans and adjusts expenditure plans to reflect current schedules, represent Right of Way on Project Development Teams, pre-status meetings, project delivery status meetings, map submittal meetings, Right of Way quarterly meetings as well as other various meetings associated with the coordination, management and delivery of the Right of Way program.
10%	E	Directs staff in the approval of Federal funding for all Right of Way capital expenditures. Ensures approvals procedures are met and documented in the AMS Advantage system for every project expenditure ensuring compliance with program fiscal year, project funding components, federal allocation and accuracy in TRAMS, PMCS, PRSM, FADS, XPM and various other data bases. Monitors encumbrances and the reconciliation of encumbrances for all Right of Way expenditures.
5%	M	Ensures that staff has proper communication and coordination with the accounting office on all transactions allowing for timely payment and the preparation of monthly statement of reconciliation of funds expended to headquarters for review and analysis. Reviews right of way matters such as payment for title reports, expert witness, inverse condemnation, status of condemnation deposits, deposit of funds into escrow, and payments for relocation assistance and utilities.
5%	M	Responsible for general administration of the scheduling and budgeting of 050 resources, general supervision and counseling of employees, answering public and internal inquiries for the Right of Way division.

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

Supervises a staff of Right of Way agents.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the Right of Way policies and procedures; Federal and State laws and guidelines applicable to the Right of Way process and requirements for use of Federal funds; Right of Way Estimate process and the Data Sheets; familiarity with Caltrans project programming and capital and support cost accounting processes, the California Transportation Commission, overall budget process, project programming process, project delivery process, programming documents, scoping documents and the project report; an understanding of the procedures relating to personnel and contract administration.

Communicate effectively in writing and orally; 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.

Ability to plan, organize, direct and make decisions involving the work of the staff. Ability to analyze situations accurately and report findings objectively and recommend an effective course of action; communicate effectively in writing and orally; assist in development of guidelines and implementation of new programs; and gain the confidence of and work collaboratively with other

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District staff and the public. Ability to exercise a large degree of independent judgment required in the supervisor's role. Have the ability to reason quickly, logically and creatively in unique and stressful situations.

Right of Way fiscal management and project delivery activities are governed by a multiplicity of State and Federal laws. Rules, regulations, and policies, necessitating broad analytical skills to assure that the applicable procedures are followed. This can include the interpretation of complex, legislation, guidelines, manuals related to various aspects of transportation project programming and development and accounting procedures. Ability to research, interpret, and report data in an accurate and objective manner.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Budgetary management, production of quality products, and timely delivery of services, are essential to meeting project delivery schedules and expenditure obligations. Inadequate or inaccurate or delayed documents can be costly to the State and result in significant delays in project payment schedules. Additionally the improper use of Federal funds or procedures can result in a loss of funds or assessment of penalties. Poor decisions can lead to a loss of credibility and confidence in the staff.

PUBLIC AND INTERNAL CONTACTS

Extensive contact with Right of Way and other non-Right of Way personnel in the District, Corporate office, and the Federal Highway Administration. Frequent public contacts with local agency officials and staff, legislators, and the general public.

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)
- Ability 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 appraisal purposes
- Ability to perform field inspections of properties 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
- 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, 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. Incumbent will be required to travel and will mandate periodic overnight stays. Possession of a valid driver's license is required when operating state owned or leased vehicles.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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.

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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