

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION District 12/Division of Project Delivery-Office of Right of Way	
WORKING TITLE Branch Chief, Planning&Mgt., Proj Coordination, Acq./Condem.	POSITION NUMBER 912-400-4962-911	REVISION DATE 07/17/2026

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

GENERAL STATEMENT:

Under the direction of the Supervising Right of Way Agent, the Senior Right of Way Agent performs all duties necessary to manage the Right of Way functional unit to which they are assigned. Right of Way functions may include Appraisals, Acquisitions, Utilities, Relocation Assistance, Real Property Services, Railroads, Condemnation, Planning and Management, Local Programs, Right of Way Project Estimates, Certifications, and any combination thereof. While assigned to one or more of the specific areas, the Senior Right of Way Agent will primarily devote their time to that/those function/s. The incumbent is also responsible for supervising, directing, reviewing and planning the work of a group of entry level and Associate level Right of Way Agents and Support Staff assigned to their functional unit. Travel is required, and possession of a valid driver's license is needed.

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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Equity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Stewardship)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Prosperity - Collaboration, Innovation, Stewardship)
- 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. (Equity, Prosperity, Employee Excellence - Collaboration, Integrity, Stewardship)
- 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Integrity, People First, Stewardship)
- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Integrity, People First, Pride, Stewardship)
- Understanding Others/Motivation**: Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Safety, Equity, Prosperity - Collaboration, Integrity, People First, Stewardship)
- Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

40%	E	Acquisition/Condemnation - Oversees, supervises, and coordinates all Acquisition activities. Provides guidance, assistance, and training to staff in Acquisition efforts. Ensures that acquisition activities are in compliance with applicable State and Federal Policies and Regulations, Legal Statutes, and Caltrans Policies and Procedures. Assigns, reviews, approves, and recommend for approval Right of Way contracts, memorandums of settlement, rights of entry agreements, special agreements with individuals, private organizations/public agencies, deeds, reconveyance agreements. When necessary, participates in pretrial proceedings with representatives of Caltrans Legal Division, settlement negotiations during acquisition process, coordinating Right of Way activities with other Right of Way branches or district divisions. Sets condemnation schedule as required, to meet project certification deadlines. Provide guidance, assistance, and training to staff in Condemnation efforts. Responsible for the oversight, supervision and coordination of all Right of Way Condemnation activities including collaboration with others to include: the CTC Resolution of Necessity (RON) process, legal liaison activities, project delivery target date coordination, capital and support budget estimates, preparing inverse condemnation estimates and performing file close out. Coordinates Condemnation activities with State Attorneys, Project Delivery units, Planning and Management, Headquarters Right of Way, Accounting, and Legal Division, in order to meet deadlines and successfully complete all assigned tasks.
30%	E	Project Coordination - Acts as the initial and primary point of contact within the Division of Right of Way on all right of way project related matters. Supervises, directs and provides support to project coordinators in aspects of Task Management and RW performance, monitoring deliverables, percentage complete of tasks, reporting, tracking production, managing schedules, performance analysis and monitoring workload resources in PRSM. Verify accuracy of databases (PRSM and R2). Oversees and provides recommendations for staffing needs of the Right of Way program based on projected workload and resource allocations. Develops and recommends Right of Way project delivery resource level to the Supervising Right of Way Agent with completed staff work. Oversees and provides guidance in the preparation of Right of Way project estimates for all planning and preliminary engineering projects. Oversees and directs the preparation of the Right of Way element of all programming documents; Right of Way Data Sheets, and Right of Way Certifications. Ensures that agents are inputting necessary information into the Right of Way Management Information System II (R2)
20%	E	Planning and Management - Supervises and directs staff regarding allocation, tracking/monitoring and review of the Capital Outlay Support (COS), Non-COS, and operating expenses (OE) budgets for Right of Way. Ensures allocations and fund types are expended in accordance with policy, rules and regulations. Implements "completed staff work" and provides oversight to staff for completeness and accuracy for all tracking and reporting for source/charge expenditures including object codes, Expense Authorization (EA), Right of Way Management database systems and general reporting. Verify accuracy of right of way funding in databases such as PRSM, R2, Consultants to Government and Industry (CGI), Right of Way Supplement System (ROWSUP), and Datalink. Tracks encumbrance updates and adjustments to ensure that payments are posted against proper fiscal year encumbrance. Develops and maintains spending plans with R/W management and project coordinators to provide specific direction for fiscal year allocations. Approves Contracts (CT), Requests for Revolving Fund Checks (MGAX) and Requisitions (RQS) in CGI Advantage. Participates in RW Status of Projects meetings and other project coordination meetings as needed. Plans, directs, reviews and approves the work of Planning & Management R/W staff. Responsible for the development and negotiation of Right of Way's annual cross allocation plan, yearly capital fund estimate and spending plan, allocation requests for Project Change Requests (PCR) to the California Transportation Commission (CTC). Identify projects (capital and maintenance) requiring funding by fiscal year.
10%	M	Supervises, hires, trains, and develops staff; communicates organizational priorities; allocates workloads; monitors productivity; and delivers performance feedback. Prepares probation reports, annual evaluations, and Individual Development Plans; ensures completion of mandated training; and addresses performance issues promptly. Reviews complex issues and recommends solutions; participates in required meetings and trainings; responds to internal and public inquiries; manages special assignments; and ensures accurate, timely data entry into the Right of Way Management Information System II.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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

Incumbent in this position is responsible for providing general direction, establishing work priorities, assigning projects, scheduling and assigning work, and managing assigned resources and workload to produce quality results in an efficient and qualitative manner. Supervises staff consisting of Right of Way Agents and Associate Right of Way Agents. Supervision of this unit requires exercising a large degree of independent judgment.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Thorough knowledge of State policies and procedures, State and Federal laws, rules and regulations pertaining to the acquisition property for public use, principles of appraising, acquisition, relocation assistance, condemnation, title & escrow, real property law. 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, State personnel rules, policies and procedures.

Ability to:

- Understand and apply the laws, policies, rules and regulations relating to the purchase of property.
- Reason logically and creatively in unique situations.
- Establish and maintain cooperative relationships with persons contacted in the course of work.
- Speak and write clearly and effectively.
- Assemble and analyze data and make mathematical computations.

Use analytical methods and information sources to prepare and formulate reports:

- Use computers, spreadsheets and graphics.
- Work independently or as a member of a team.
- Supervise the work of others and practice good management.
- Communicate effectively with the public in a manner commensurate with their comprehension.
- Speak and write English clearly and effectively; read and understand English including engineering terminology and the quasilegal terminology.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent in the position requires a high degree of responsibility for decisions and actions, often with minimal involvement and/or prior concurrence from the Office Chief/Supervising Right of Way Agent. Poor decisions, judgment or recommendations could result in costly lawsuits, project delays, loss of funding and/or federal reimbursement, increased costs, federal sanctions and/or penalties and criticism from local public agencies, consultants, contractors, public officials and the general public.

PUBLIC AND INTERNAL CONTACTS

Contact with all levels of federal, state, and local government, property owners, business professionals, attorneys, and members of the general public. Internal contacts with other Right of Way Agents, engineers, planners, environmental staff, and surveyors in the Districts and Headquarters. These contacts may be verbal or written, as needed, to perform assignments. Incumbent may be called upon to represent Right of Way in public meetings and public advisory groups.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard, laptop and video display terminal. Employee will need to access files requiring bending, stooping and reaching. Employee must possess the ability to wheel, move and lift up to 35 lbs. (files, boxes, laptops, projectors and cumbersome plans).

Must have the ability to conduct on-site field reviews i.e., measuring structures and evaluating property, as required. Must be able to travel and drive to meetings, courts, Local Agencies, Consultants and/or other legal offices and to remote locations in a single duration of time which may require more than 2 hours of driving time.

Must have the ability to sustain the mental activity needed for report writing, auditing, problem solving, analysis and reasoning. Possess ability to focus on single tasks, as well as multi-task when necessary.

Must be able to give oral presentations to gatherings of small sizes and at various levels of the Department. Must be composed and articulate in meetings and in telephone conversations. Must be able to respond to changing work priorities

WORK ENVIRONMENT

While at the base of operations, will work in a climate-controlled office under artificial lighting when required, and may be eligible to Telework which would follow the Caltrans Telework Policy as directed by Deputy Directive Number DD-14-R4, based upon the Department's Project Delivery & Operational needs. Will use a keyboard, video monitor and laptop for short periods of time as well as a telephone. May also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold. Possession of a valid driver's license is required when operating a state owned or leased vehicle.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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. 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