

CLASSIFICATION TITLE Associate Right of Way Agent	OFFICE/BRANCH/SECTION District 11/Right of Way	
WORKING TITLE Associate Right of Way Agent - PID Project Coordinator	POSITION NUMBER 911-400-4965-149	REVISION DATE 03/18/2026

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

GENERAL STATEMENT:

Under general direction of a Senior Right of Way Agent, the incumbent has extensive public contact representing the Department in dealing with property owners, tenants, the public and other agencies; act as representative of property owners; may lead and direct the work of Right of Way Agents. The incumbent is responsible for complex assignments related to Appraisal, Acquisition/Condemnation, Utility Relocation, Project Coordination, Planning and Management, Relocation Assistance, Property Management, Excess Land, Airspace and other Right of Way tasks pursuant to established policies and procedures, and applicable State and Federal laws and regulations.

CORE COMPETENCIES:

As an Associate 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)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity)
- **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 - Pride, 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. (Prosperity - Collaboration)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Prosperity - Equity, People First)
- **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. (Equity, Employee Excellence - Equity, Integrity, People First, Pride)
- **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. (Prosperity - Collaboration, 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. (Employee Excellence - Collaboration, Pride)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

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30%	E	Ensures all Project Initiation Document (PID) projects have a valid Right of Way estimate to effectively compete for funding by requesting a PID data sheet request from PID team. Prepares Right of Way Data Sheets for PID projects which includes: gathering the necessary information from applicable functional units and divisions; preparing cost estimates for any property rights affected or needed for the proposed project; determining resource and lead time requirements; Prepares work agreements for Right of Way's work efforts through all phases of the proposed project; Tracks the preparation of the PID data sheet and the work agreement to align with the request and the applicable milestone. Reviews the Right of Way section of PIDs and coordinates with and advises the Program Project Management PID Unit Engineers on the accuracy and applicability of the report as it pertains to Right of Way impacts, resourcing, schedule, and cost. Inputs necessary information into the Right of Way Management Information System II (R2).
20%	E	Attends all PID status meetings, all PID Project Delivery Team meetings, and PID workshops. Organizes and hosts Right of Way focus meetings as needed for PIDs and determines the need for such focus meetings. Attend field visits. Ensures applicable resourcing is available for Right of Way to perform its work efforts on all PID projects. Proactively obtains, prepares, and updates the PID cycle report to accurately reflect anticipated right of way impacts and comments.
15%	E	The incumbent performs detailed field investigations and research. Obtains and develops market data, analyzes severance damages, access right issues, larger parcel determination and valuation of integrated equipment and curative damages in conjunction with the preparation of appraisal reports required prior to right of way purchases. Prepares appraisal reports using Replacement Cost New Less Depreciation (RCNLD) method of valuation, Title VI requirements, Federal Highway Administration (FHWA) minimum requirements; Uniform Act Requirements, outdoor advertising structure payment schedules, sign site value analysis, finding A & B valuation methodology, public sale estimates, rent determination and airspace lease rate/appraisal reports. Incumbent examines and interprets title reports and the impact of title exceptions on securing acceptable title to real property. Prepares Right of Way (RW) contracts, memorandums of settlement, appraisal summary statements. Reviews and identifies subsidiary interest and potential claims for compensation. Assures compliance with eminent domain procedures including Notice of Intent (45-day letter) to obtain Resolution of Necessity, Appearance Requests, Filing court documents (LisPendens, Complaint form, Notice of Deposit and Basis of Appraisal, etc.) Securing Order for Possession and Service of process. Coordinates project impacts to railroad facilities with the applicable railroad companies/agencies. Inputs necessary information into the Right of Way Management Information System II (R2).
15%	E	The incumbent prepares Right of Way Data Sheets for Capital Outlay projects which includes: cost estimates for any property rights affected or needed for the proposed project; determining resource and lead time requirements; and attending project development meetings, and workshops. Prepares Functional Clearances and RW Certifications for capital outlay projects after confirming clearance of all right of way in accordance with RW Manual and policies. Communicates and obtains information from Project Delivery Team Leaders, Project Engineers, Environmental Planners, Agents, Utility Senior, Railroad Senior, and others as needed. Enters milestone information in RW database. Attends project development meetings and, as needed, prepare reports. Prepares, tracks, and monitors the Right of Way phase 9 fiscal year allocation. Inputs Contracts (CT), Requests for Revolving Fund Checks (MGAX) and Requisitions (RQS) in CGI Advantage. Processes encumbrance updates and adjustments to ensure that payments are posted against proper fiscal year encumbrance. The incumbent investigates location of aerial and underground utilities. Contacts utility owners for relocation due to state transportation projects. Interprets state plans for utility owners. Transmits plans to show utility owners the relocation requirements. Plans relocation schedule with owner's representatives; review and negotiate owner's plans, estimates and relocation cost claims; and negotiates Utilities Agreements for relocation work. Determines owner's liability and make recommendations, as needed to Headquarters for state liability. Reviews owner's billing and recommends payment on bills. Assists state auditor in these investigations. Assists the Legal Division in making appropriate liability determinations on difficult liability problems. Reviews and prepares special instruction for inclusion in contract special provisions. Certifies utility compliance on projects for advertising. Prepares reports for and requests through Headquarters any reports that require Federal Highway Administration (FHWA) authorization to process with utility relocations. Initiates FNM-76 request for Federal funding. Certifies compliance with the state's policy on high and low risk underground facilities. Reviews and comments on District Utility encroachment permits. Advises resident engineer on utility matters. Inputs necessary information into the Right of Way Management Information System II (R2).

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15%	E	Real Property Services - the incumbent is responsible for administering the inventory and disposition of Department-owned real property that is no longer required for rights of way or other operational purposes. Maintains an inventory of state-owned properties, inspecting properties for loss prevention, marketing rentable properties, establishing tenancies, collecting rents, arranging property maintenance, and terminating tenancies. Responsible for managing alternate use of real property within the boundaries of operating right of way where an alternate use is permitted by Federal regulation or State regulation and such use is consistent with the continued operation, maintenance, and safety of the facility. Inputs necessary information into the Right of Way Management Information System II (R2).
5%	M	Incumbent may assist and coordinate several programs such as, Appraisals, Acquisition/Condemnation, Planning & Management, Project Coordination, Local Programs, Estimating, Real Property Services, Utility Relocation, Railroads, or Relocation Assistance. Participates in training or quality workshops. Make presentations to the public and attend Project Development Team meetings and or public meetings. Participate in the Right of Way functional rotation program. Other duties as assigned.

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

The incumbent generally works independently on assigned projects and programs. Incumbent may act as lead person on a specific project or assignments, and may be required to perform all major functions of the Senior Right of Way Agent in their absence and assume responsibility for section activities, coordination and direction, as specified.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have complete understanding and thorough knowledge of FHWA and Caltrans rules, regulations laws and requirements governing negotiation procedures. The incumbent must have complete knowledge of the Uniform Relocation and Acquisition Policy act and ensure strict adherence to all Federal and State rules, regulations, and laws as may be applicable within an assigned function. Broad knowledge of real estate, condemnation law and their application to acquisition of private property by public agencies, together with complete familiarity with Eminent Domain proceeding are required. Incumbent must be familiar with California real estate law, methods of financing, appraisals and negotiation policies and procedures. Must have full working knowledge of determination of property highest and best use, zoning and its effects on highest and best use, partial taking and damage analysis, contributory improvement value, curative damage payments, and income capitalization techniques. The incumbent must have ability to read and understand plans, drawings and maps, and assess the affect of a proposed project on private properties, utility companies and businesses. Incumbent must have ability to communicate, both verbally and in writing to large or small groups, Department management, public entities and individuals. Incumbent must also have the ability to use computers, spreadsheets and graphics. Ability to work independently or as a member of a team; communicate effectively with the public in a manner reasonable to their comprehension.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Typical activities involves considerable independent action. Incumbent is expected to use their own judgment in undertaking and accomplishing assigned responsibilities within prescribed guidelines as provided in the RW Policy Manual, procedural handbooks and related material. Errors in work could result in failure to meet project target dates, inappropriate or unnecessary expenditure of public funds, and personal injury or property damage and possible loss of Federal participation in projects.

PUBLIC AND INTERNAL CONTACTS

Extensive public contact representing the Department in dealing with property owners, tenants, the public and other agencies. Contact with various officials, staff and the general public through direct contact, public hearings and meetings, as required. Daily contact with project delivery team members, and occasionally confers with representatives for Headquarters, FHWA, other State Departments and other district personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for extended periods of time using a key board and video display terminal to prepare reports and documents. Must be able to move large or cumbersome plans and diagrams from one location to another. Ability to perform some periods of field reviews. Must have the ability to conduct on-site reviews, (i.e. measuring structures and evaluating property). Ability to drive safely to remote locations in a single duration (up to 6 hours); ability to hear, see, and walk over uneven surfaces for right of way functional purposes including, but not limited to appraising and real estate negotiations; Ability to sustain mental activity needed for report writing, problem solving, analysis, and reasoning. Ability to focus on single tasks, as well as multi-tasks when necessary. Must be able to remain calm, patient, and professional when dealing with the public and internal customers on sensitive issues. Ability to respond to changing work priorities. Must be capable to determine his/her own work schedule.

WORK ENVIRONMENT

While at the base of operation, the incumbent works in a climate-controlled office under artificial lighting when required. The incumbent uses a keyboard, video monitor and laptop for varying periods of time as well as a telephone. May also be required to

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travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold. Incumbent is required to travel and mandated for periodic overnight stays. Possession of a valid driver's license is required when operating a state owned or leased vehicle. This position may be eligible for telework. The amount of telework is at the discretion of the Department and is 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 must commute to the headquarters location to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location and primary residence and may be subject to CalHR regulations or applicable bargaining unit contract provisions.

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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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Right of Way Agent	OFFICE/BRANCH/SECTION District 11 / Right of Way	
WORKING TITLE Right of Way Agent - Assistant PID Project Coordinator	POSITION NUMBER 911-400-4959-149	REVISION DATE 03/24/2026

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

GENERAL STATEMENT:

This is the entry level and training class of the Right of Way classification series. Under the close supervision of a Senior Right of Way Agent, the Right of Way Agent will have varied assignments to meet training needs and fluctuations in workload between the six Right of Way Division Branches. The incumbent is assigned work on a rotational basis in one or more of the following functional units: Appraisals, Acquisition, Property Management, Excess Lands, Utility Relocation, Project Coordination, or Planning & Management. Upon completion of the rotational period, the incumbent will receive a longer-term assignment in accordance with the workload needs of the District. Incumbent must be willing to travel to various locations in the State for training and work related activities. A valid driver's license is required to operate a State owned or leased vehicle.

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)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Integrity, Pride, 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. (Prosperity, Employee Excellence - Integrity, Pride, 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. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation)
- Interpersonal Savvy/Partnering**: Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Employee Excellence - Collaboration, People First)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, People First)
- 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. (Prosperity, Employee Excellence - Collaboration, Integrity, People First, Pride)
- Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Prosperity - Collaboration)
- Business Acumen**: Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation)

TYPICAL DUTIES:

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

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30%	E	Receives formal on the job training and assists in the processing of Project Initiation Document (PID) Right of Way Data Sheets. Assists in gathering the necessary information from applicable functional units and divisions; preparing cost estimates for any property rights affected or needed for the proposed project; determining resource and lead time requirements; Preparing work agreements for Right of Way's work efforts through all phases of the proposed project; Checks in with the Lead Associate Right of Way Agent once these tasks are complete. Assists in tracking milestones as it relates to Right of Way for PIDs. Uses Excel to prepare PID information tracking sheets for the review of the Lead Associate Right of Way Agent and distributes upon approval. Inputs necessary information into the Right of Way Management Information System II (R2).
20%	E	Under the guidance of an Associate or Senior Right of Way Agent, the incumbent attends all PID status meetings, all PID Project Delivery Team meetings, and PID workshops. Assists in: scheduling and hosting Right of Way focus meetings as needed for PIDs. Attend field visits under the guidance of a PID Project Delivery Team member. Assists in monitoring PID resources for Right of Way and alerts the Associate or Senior Right of Way Agent when resources fall low.
15%	E	Receives formal on the job training on how to perform detailed field investigations and research, obtain and develop market data for the purpose of preparing appraisal reports for right of way purchases. The incumbent will learn how to use various valuation methodologies in accordance with Uniform Standards of Professional Appraisal Practice, Title VI requirements, FHWA minimum requirements, and Uniform Act Requirements. Under the guidance of an Associate or Senior Right of Way Agent, the incumbent will examine and interpret title reports and the impact of title exceptions on securing acceptable title to real property. The incumbent will assist in preparing Right of Way contracts, memorandums of settlement, and appraisal summary statements. Under the guidance of an Associate or Senior Right of Way Agent, the incumbent will liaise between railroad agencies and the Department for the coordination of railroad requirements for a project. Inputs necessary information into the Right of Way Management Information System II (R2).
15%	E	Under general supervision, the incumbent will assist in preparing Right of Way Data Sheets and RW Certifications for Capital Outlay projects. Attends project development meetings and, as needed. Assists the Right of Way Utility Coordinator in coordinating efforts with utility owners for relocation of utilities due to state transportation projects. Inputs necessary information into the Right of Way Management Information System II (R2).
15%	E	Receives formal on the job training on administering the inventory and disposition of Department-owned real property that is no longer required for rights of way or other operational purposes. Uses the Right of Way Management Information System II (R2) to maintain the inventory of state-owned properties, inspecting properties, establishing tenancies, collecting rents, arranging property maintenance, and terminating tenancies. Inputs necessary information into the Right of Way Management Information System II (R2).
5%	M	Incumbent may assist and coordinate several programs such as, Appraisals, Acquisition/Condemnation, Planning & Management, Project Coordination, Local Programs, Estimating, Real Property Services, Utility Relocation, Railroads, or Relocation Assistance. Participates in training or quality workshops. Assists in making presentations to the public and attend Project Development Team meetings and or public meetings. Participate in the Right of Way functional rotation program. Other duties as assigned.

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 complete understanding and thorough knowledge of FHWA and Caltrans rules, regulations laws and requirements governing negotiation procedures. Must have complete knowledge of the Uniform Relocation and Acquisition Policy act and ensure strict adherence to all Federal and State rules, regulations, and laws as may be applicable within an assigned function. Broad knowledge of real estate, condemnation law and their application to acquisition of private property by public agencies,

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together with complete familiarity with Eminent Domain proceeding are required. Incumbent must be familiar with California real estate law, methods of financing, appraisals and negotiation policies and procedures. Must have full working knowledge of determination of property highest and best use, zoning and its effects on highest and best use, partial taking and damage analysis, contributory improvement value, curative damage payments, and income capitalization techniques. Must have ability to read and understand plans, drawings and maps, and assess the affect of a proposed project on private properties, utility companies and businesses. Incumbent must have ability to communicate, both verbally and in writing to large or small groups, Department management, public entities and individuals. Incumbent must also have the ability to use computers, spreadsheets and graphics. Ability to work independently or as a member of a team; communicate effectively with the public in a manner reasonable to their comprehension.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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PUBLIC AND INTERNAL CONTACTS

Extensive public contact representing the Department in dealing with property owners, tenants, the public and other agencies. Contact with various officials, staff and the general public through direct contact, public hearings and meetings, as required. Daily contact with project delivery team members, and occasionally confers with representatives for Headquarters, FHWA, other State Departments and other district personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for extended periods of time using a computer to prepare reports and documents. Must be able to move large or cumbersome plans and diagrams from one location to another. Ability to perform some periods of field reviews. Must have the ability to conduct on-site reviews, (i.e. measuring structures and evaluating property). Ability to drive safely to remote locations in a single duration (up to 6 hours); ability to hear, see, and walk over uneven surfaces for right of way functional purposes including, but not limited to appraising and real estate negotiations; Ability to sustain mental activity needed for report writing, problem solving, analysis, and reasoning. Ability to focus on single tasks, as well as multi-tasks when necessary. Must be able to remain calm, patient, and professional when dealing with the public and internal customers on sensitive issues. Ability to respond to changing work priorities. Must be capable to determine his/her own work schedule.

WORK ENVIRONMENT

While at the base of operation, the incumbent works in a climate-controlled office under artificial lighting when required. The incumbent uses a keyboard, video monitor and laptop for varying 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. Incumbent is required to travel and mandated for periodic overnight stays. Possession of a valid driver's license is required when operating a state owned or leased vehicle. This position may be eligible for telework. The amount of telework is at the discretion of the Department and is 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 must commute to the headquarters location to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location and primary residence and may be subject to CalHR regulations or applicable bargaining unit contract provisions.

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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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