

Position Details**Classification:**

Senior Right of Way Agent

Office:

Statewide Regional

Working Title:

Acquisition Right of Way Agent

Location:

Sacramento

Position Number:

311-670-4962-015

HR Approval Date/Initials:

5/6/26 MA

**CBID/Bargaining
Unit:** E48**Work Week
Group:** E**Tenure:**
Permanent**Time Base:**
Full-Time**Job Description Summary**

Under the general direction of the California High-Speed Rail Authority's (Authority) Supervising Right of Way (ROW) Agent, the Senior ROW Agent provides state-wide project coordination, technical assistance, and guidance for all matters concerning one or more functional areas, with an emphasis on Real Property Acquisition. The incumbent will provide oversight and direction to assigned ROW consultant teams on the delivery of projects; ensure compliance with federal and state laws, and regulations are met and maintained; make recommendations and/or take actions as appropriate to facilitate timely and efficient property management activities related to project delivery and/or post-project delivery. Additionally, the incumbent will assist in the development and implementation of statewide policy, standards, procedures, training programs, legislation and act as an intergovernmental agency liaison in assigned program areas. The incumbent shall ensure that all real property activities are conducted consistently throughout the state and shall strive for these activities to be perceived by the public and stakeholders as being conducted fairly and reasonably.

Duties

Percentage

Essential (E)/Marginal (M)

- 30% (E)
- Responsible for ROW activities including acquisition, cost estimating, and implementing program direction by utilizing problem-solving principles in conformance with real estate and land title laws.
 - Develops and maintains statewide uniform policies and procedures that carry out the intent of the Real Property and Third-Party Branch in one or more functional areas, with an emphasis on Real Property Acquisition.

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- Provides technical assistance and guidance to managers, consultants, staff, and others regarding Real Property and Third-Party Branch activities and tasks; develops and presents training as needed in one or more functional areas of the Real Property and Third-Party Branch.
- 25% (E)
 - Provides statewide project coordination within the Real Property and Third-Party Branch, tracks schedules and reporting status to management, with recommendations for meeting project schedules, as appropriate.
 - Reports on overall project progress status to the Supervising ROW Agent on real property activities, planned major events in the next reporting period, significant risks and issues along with current and planned mitigation actions, and recommendations for executive action.
- 20% (E)
 - Develops a Real Property Management Plan that outlines functional responsibilities, management approach, key assumptions, and major actions and milestones to implement an effective and efficient program that meets the Authority's objectives, while being sensitive to community and private party interests.
- 15% (E)
 - Acts as a liaison between the Authority and other state and federal agencies, local jurisdictions, property owners, and the public regarding one or more functional areas.
 - Acts as the Authority's property representative at public and private meetings and hearings.
- 10% (M)
 - Perform other job-related duties as required
 - Occasional statewide travel to meet with property owners, for training, meetings, and events may be necessary.

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Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☒ No ☐	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☐ No ☒	Medical Required Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information:

Conflict of Interest – This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

Knowledge and Abilities

Knowledge of: Analytical methods and information sources which will be used to perform tasks such as appraisal report formulation and preparation; basic arithmetic; basic algebra; basic geometry; the development of replacement housing; organization and procedures of the Department and transportation facilities construction and maintenance as related to rights of way; land development and investment practices; Federal Highway Administration policies and procedures relative to ROW activities; laws, policies and procedures involving the concepts of transportation facilities and their impact on the community and the environment; property values and the effect of economic trends upon value and price and on the cost of construction of the improvements with particular reference to metropolitan areas; principles of public administration, including personnel management, budgeting, and supervision; goals, objectives, policies, organization and procedures of the Department as related to right of way in transportation facility construction and maintenance; the social and economic impact of public improvements; the Department's safety, health, Equal Employment Opportunity (EEO) and labor relations program objectives; a supervisor's role in safety, health, EEO and labor relations and the processes available to meet these program objectives.

Ability to: Speak and write English clearly and effectively; read and understand English including engineering terminology and the quasi-legal terminology found, for example, in statutes relating to the Department and in the laws, policies, rules and regulations relating to the appraisal and acquisition of property for public purposes; common methods of describing real property; State and Federal relocation assistance requirements; assemble and analyze data and be able to understand, for example, the factors involved in appraising property and the principles underlying the appraisal process; the effect on property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments; make

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accurate mathematical computations and calculations; reason quickly, logically, and creatively in unique and stressful situations; establish and maintain cooperative relationships with individuals contacted in the course of their work, an example of which is the ability to conduct successful ROW negotiations with the public and with representatives of other governmental organizations; follow directions; and organize workload. Lead and direct the work of others; make accurate real property appraisals, including the appraisal of complex parcels involving severance damages and benefits; manage, operate, maintain and coordinate clearance of rental properties acquired by the State; effectively coordinate and apply community and environmental concepts and guidelines to the ROW Program; conduct private and public sales, conduct complex negotiations, confer with attorneys; develop and prepare capital and support budgets; monitor project scheduling; coordinate ROW certification; prepare route estimates; develop and implement EDP systems; coordinate staff training and development activities; analyze complex situations accurately and adopt or recommend an effective course of action. Plan, organize, direct and make decisions involving the work of a ROW staff; effectively contribute to the Department's safety, health, EEO, and labor relations program objectives.

Desirable Qualifications

A broad base of successful experience in one or more functional areas for which the incumbent will be responsible, including but not limited to one or more of the following, with emphasis on acquisition:

- Experience in ROW activities including property appraisals, acquisitions, relocation assistance, utility relocation, railroad coordination, demolition and clearance, and project certification.
- Experience with property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments.
- Experience applying knowledge of relevant ROW laws and policies, including the Uniform Act Experience, to complex transportation ROW and other similarly challenging property acquisitions.
- Excellent analytical and problem-solving skills and demonstrated ability to achieve positive results.
- Experience with project planning, coordination, and management including tracking schedules.
- Experience developing professional documents including reports, spreadsheets, graphs, and presentations.
- Experience writing and implementing policies and procedures.
- Experience providing technical guidance, support, and training to managers, consultants, and/or staff.
- Experience in developing and maintaining stakeholder relationships, including managing consultant relationships.
- Ability to maintain good communication skills and working relationships with management, other offices, districts, federal and state agencies, local agencies,

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Supervision Exercised Over Others

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Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, consultants, vendors, contractors, staff at other state agencies, and the public. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, which could negatively impact the Authority. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position. Individual schedules will be set between management and the employee.
- b. Telework: Part-time telework may be available for this position for California residents based on the requirements of the position.
- c. Travel: Occasional statewide travel to meet with property owners. Occasional statewide travel for training, meetings, and events may be necessary.
- d. Other: N/A

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Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:

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

Supervisor Printed Name:	Signature:	Date:

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Working Conditions and Requirements

- i. Schedule: Flexible schedules may be available for this position. Individual schedules will be set between management and the employee.
- j. Telework: Part-time telework may be available for this position for California residents based on the requirements of the position.
- k. Travel: Occasional statewide travel to meet with property owners. Occasional statewide travel for training, meetings, and events may be necessary.
- l. Other: N/A

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, contact the Equal Employment Opportunity (EEO) Officer at (916) 324-1541, email eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, 770 L Street, Suite 620 MS 1, Sacramento, CA 95814.

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:

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

Supervisor Printed Name:	Signature:	Date:

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