

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Senior Right of Way Agent (Specialist)		DWR POSITION NUMBER 3240-4962-900	SAP POSITION NUMBER 50095032	MCR 1
APPOINTEE VACANT		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/REB/Acquisition & Appraisal Section	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☒ Confidential Related BU: ☐ Rank and File BU: ☐ E48				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Linus Paulus	SUPERVISOR'S CLASSIFICATION Supervising Right of Way Agent	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 06/05/2026	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under general direction of the Acquisition and Appraisal Section Manager, a Supervising Right of Way Agent, the incumbent serves as a Sr. Right of Way Agent (Specialist) and performs highly specialized, complex and sensitive negotiation work for the acquisition, disposal, and exchange of all types of real property interests and rights of way statewide. The position provides support to all Department of Water Resources (DWR) Divisions, primarily in support of State Water Project (SWP) and Central Valley Flood Protection Board (CVFPB) projects and will also support the Property Management and Encroachment Permit Section as necessary. Water Code Sections 250 and 11580, for SWP purposes, and Section 8550, for CVFPB purposes, constitute the basic State statutes that authorize the Department of Water Resources (DWR) to acquire land and other property necessary in support of SWP and CVFPB programs. The acquisition, appraisal, negotiation, condemnation, utility relocation, property management, and encroachment permitting tasks of the Right of Way Agent classification series are necessary to support DWR's sanctioned SWP and CVFPB goals and objectives. ESSENTIAL FUNCTIONS The assignment work is extremely complex due to the uniqueness of balancing multiple program objectives and activities on different schedules to help accomplish DWR's business goals and objectives in highly visible and politically sensitive environment. Incumbent is expected to provide independent, highly specialized, quality, timely and cost effective right of way services utilizing a broad base of knowledge and experience in the right-of-way disciplines of Acquisition, Utility Relocation, Condemnation, Appraisal, Property Management, Relocation Assistance Program, and Encroachment Permits. This position requires that the incumbent establish and maintain a consistent schedule and attendance, work effectively and coordinate simultaneously with others including internal and external stakeholders, the public and other governmental agencies, communicate effectively both verbally and in writing, and exercise sound judgment in decision-making consistent with DWR right of way policies and procedures. The essential duties are:			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Linus Paulus		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) VACANT		EMPLOYEE'S SIGNATURE ➤		DATE

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VACANT		TBD	DOE/REB/Acquisition & Appraisal Section	
Percent of Time	Activity			
35%	Perform highly specialized and complex real estate acquisition activities pertaining to SWP, CVFPB, restoration/mitigation, and other projects as assigned. Negotiations often are of a complex, difficult nature, and require the Agent negotiate in good faith to secure the necessary property rights. Draft and negotiate agreements, and other acquisition documents involved in acquiring real property. Meet, present, and negotiate State's acquisition offers to other governmental agencies, railroads, public and private utilities, property owners, legal representatives, and lessees in accordance with statutes and laws affecting such activities. Explain property owner and lessee rights, including the Uniform Relocation Assistance Program and the Eminent Domain Process. Secure, examine, and interpret title reports for real property acquired, and direct the preparation and execution of the necessary documents to secure clear titles by inputting the proper clauses in deeds and contracts, and coordinate the elimination of title exceptions for each specific acquisition with title officers, as needed to receive oversight agencies transaction review and approval; advise Geodetic Branch staff on the preparation of deeds.			
35%	Perform highly specialized and complex Property Management and Encroachment Permit functions on an as need basis, including perform highly specialized and complex transactions related to requests of use by others of SWP land. Transactions include preparing and processing bid packages and complex lease agreements, work agreements, and other documents, ensuring conformance with Departmental and technical requirements and standards related to property management processes; complete highly complex SWP Encroachment Permit transactions that may include transfer, acceptance, or exchange of right of way; secure, examine and interpret title reports, deeds, agreements, licenses, right of way limits and other conveyances for properties to be acquired or conveyed, and make determinations concerning difficult technical problems encountered in the work and provide professional recommendations to management and staff from Division of Engineering, O&M, Division of Environmental Services, DWR Office of the Chief Counsel, and appropriate field divisions. Maintain communication with applicant and attend and facilitate meetings; address Public Records Act requests on an as needed basis; available to respond DWR emergencies; and perform Special Projects as directed by REB Chief or REB Section Chiefs.			
25%	Coordinate with Division of Engineering, Administrative Services Branch, Business Management Section staff and State Contracting Office in the creation, development, and renewal of service contracts for the Real Estate Branch. Develop scopes of work, determine selection and scoring criteria, participate in review panels, and issue task orders as required. Track and monitor work of consultants, manage contracts, approve and track invoices received.			
5%	May act for the Section Chief in the Section Chief's absence.			

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	OTHER RESPONSIBILITIES This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during governor declared emergencies, flood, dam SWP, and other incidents and emergencies. Additionally this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as CalOES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders. DIVERSITY, EQUITY AND INCLUSION All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. SPECIAL REQUIREMENTS The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position. Must be able to communicate effectively with all levels of staff, clients, and the general public and their attorneys. Provide quality customer service through responsiveness, innovation, competence, and teamwork. Meetings may occasionally involve working flexible hours as necessary, operating a personal, state, rental vehicle or pick-up truck on public roadways and/or rugged terrain. The position may require flying or driving outside of normal working hours, and may require overnight travel and overnight stays. Must possess a valid California driver's license when conducting State business that requires driving a vehicle. This position is covered in the Political Reform Act and requires financial disclosure within 30 days of the first and last day physically worked in a covered position and annually by April 1st.			