

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION Right of Way and Land Surveys/District 4	
WORKING TITLE Deputy District Director, Right of Way and Land Surveys	POSITION NUMBER 904-402-7500-001	REVISION DATE

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 Director/Chief Deputy District Director, the incumbent is responsible for the Right of Way and Land Surveys Division in District 4, including the responsibility to develop and implement policies for the Right of Way and Land Surveys program. Responsibilities include, but are not limited to, providing policy direction of the delivery of the Right of Way and Land Surveys portion of the Capital Outlay Support Program, management of all real property services, including property being held for future highway construction, Excess Land Sales, Airspace program and management of the Right of Way Engineering, (Land Surveys) field surveys staff and products, Data Management and Records, and management of financial and staff resources within the program annual allocations. Incumbent is responsible to consult with the District Director and/or Chief Deputy District Director on work priorities, allocated resources, management priorities, regional goals and objectives, new programs, and legal matters pertaining to the Right of Way and Land Surveys program. The incumbent is also responsible to provide expertise on critical and sensitive project related issues.

CORE COMPETENCIES:

As a C.E.A., 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. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, People First, Pride)
- 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 - Collaboration, Equity)
- 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, Employee Excellence - Collaboration, Equity, Integrity, People First)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity, Employee Excellence - Collaboration, Equity, People First, 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. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation)
- 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)
- Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Employee Excellence - Collaboration, Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

35%	E	Develops and implements policies for all phases of the District's Right of Way and Land Surveys (RWLS) program in the offices of: Acquisitions, Railroad & Project Management Services; Airspace, Utilities, Local Programs and Relocation Assistance; Appraisals, Estimating, Excess Land Sales and Property Management Services; Land Surveys; Right of Way Engineering; Right of Way Data Management and Administration. Provides expertise and briefings on critical and sensitive project related issues. Develops, implements, and monitors the Right of Way and Land Survey's program including: workload distribution and priorities, allocation and expenditure of resources, and determination of staffing needs. Provides direction to management for all functions and supervision of staff responsible for carrying out the District 4 Right of Way and Land Survey's program. Develops and implements policies for all District RWLS functions. Provides functional direction to the District RWLS program in area of project delivery, capital and support budgeting, public hearings, community involvement, and route studies and estimates. Provides policy direction for all District RWLS functions including estimating, corridor preservation, hardship and protection, appraisals, acquisition, railroad coordination, condemnation, relocation assistance, property management, utility relocation, project certification, airspace, excess land, local programs, data management, administration, right of way engineering, and land surveys. Participates in policy development to guide right of way information plans, programs and projects. Incumbent is responsible to develop and implement policy guidelines and standards for right of way work performed within the District.
25%	E	Participates in District's project delivery program and budgetary activities processes including programming, budgetary activities, review, approval and monitoring of all project schedules, and Capital Outlay and support budgets. Monitors RWLS staff performance for competency compliance and in line with the District/Department Strategic Plans and performance measures.
25%	E	Reviews and approves Right of Way work products, such as: deeds, appraisal reports, acquisition contracts, administrative/ legal settlements; airspace and rental property leases; and utility agreements when limits exceed the delegated authority of Supervising level staff. Develops and establishes the strategic direction of the Division. Provides policy direction on operating procedures, implementation of programs, and management techniques impacting the goals and objectives of the division's strategic plan. Develops along with division managers, the following items including but not limited to, hiring and training plans, on-boarding plans, workforce plans, risk assessments, accomplishment reports. Advises the District 4 Director/Chief Deputy District Director on the full range of complex issues related to the District Right of Way program and is responsible to act as RWLS advisor to District Director and Chief Deputy District Director in all matters relating to RWLS, including but not limited to: new programs, legal issues, public and legislative inquiries. Responds and/or ensures timely responses to a multitude of external requests from CalSTA, Governor's Office, Headquarters various offices, media and the general public. Responsible to keep the District Director and Chief Deputy District Director advised of highly sensitive and/ or critical issues.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

10%		Consults with Headquarters staff and Deputy District Directors on difficult technical, budget or administrative matters and is responsible for directing the resolution of highly technical and/or politically sensitive issues.
		Attends and participates in project development meetings, public hearings, and other public meetings on behalf of District 4 and the RWLS program and represents the Department in meetings with Federal, State, regional and local agencies concerning the scope and content of the Divisions transportation Right of Way and Land Surveys program.
		Participates as a member and may host the Statewide Right of Way and Land Surveys Management Boards and act in the capacity of a District 4 representative in all matters and/or issues affecting and/or involving statewide RWLS.
5%	M	Act on behalf of District 4 Director or Chief Deputy District Director in their absence.
		Champions special projects within the district.

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 has full responsibility for the Division of Right of Way and Land Surveys District 4 staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Must have a thorough knowledge of management principles and organizational skills necessary to direct a large, widespread, and highly visible governmental unit.

Must be able to establish and maintain cooperative relations with other divisions in the District and Headquarters and with other governmental agencies, elected officials, and the general public.

A thorough knowledge of the following is essential: State and Departmental policies and procedures relating to transportation project planning, programming, and development; knowledge of State and Federal laws, rules, and regulations pertaining to acquiring real property for public use, principles of appraisals, condemnation, relocation assistance, disposal of real property to acquiring property for public use, principles of appraisals, condemnation, real property law. Knowledge of all the factors affecting the value of property, the cost of construction, the economic trends within the districts and the objectives of the equal employment opportunity, health and safety and labor relations programs.

Must have the ability to reason logically and creatively, analyze complex situations or documents accurately and adopt or recommend an appropriate course of action, present ideas and information effectively. The ability to reason logically and creatively and use a variety of techniques to productively resolve problems relating to functions supervised; present ideas and information effectively, write/review, edit complex written reports; establish project priorities, and maintains schedules.

The ability to maintain liaison, communication, and cooperative relationship on interdepartmental levels, make effective oral presentations and at meetings, hearings, and public functions.

Possess general knowledge of the principles of public administration including capital program, personnel management, program development, budgeting, and supervision. Possess the ability to develop program goals, objectives, policies, organization and procedures of the Department of Transportation as related to Right of Way and Land Surveys activities.

Possess general management principles and practices; management problem solving methods; principles of policy development and formulation of principles and practices of disseminating public information.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent is responsible for the effective and efficient functioning of the Division of Right of Way and Land Surveys, assuring the implementation of all laws, rules, regulations, and policies affecting the Department's right of way, right of way engineering and survey activities and effecting changes if needed.

Errors in judgment could slow or stall major construction contracts, create legal liabilities, or seriously impair the District's relationship with local governmental agencies, impacted property owners or the public and diminish the Department's overall credibility.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

Failure to properly plan, organize and direct the team would result in failure to meet project commitments through the lack of capital, personnel, and other support or lead time. Such failure could result in the loss of projects to the District, State and Local Agencies, and accompanying loss of significant State, Local Agency and Federal Funds.

PUBLIC AND INTERNAL CONTACTS

This position requires daily contact with Headquarters functional area reviewers, administration of the Right of Way and Land Surveys Division also requires regular contact with the Bay Area Legal Office, and other District/Departmental units. District Right of Way functional area personnel, Division of Right of Way, local government entities, county and city officials, the Federal Highway Administration and other public agencies. These contacts will be verbal or written, as needed, to perform assignments.

The Deputy District Director, Right of Way and Land Surveys also has extensive contact with legislators, representatives of City, County, State and Federal agencies, property owners, and other members of the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time while using a keyboard and video display terminal. Must be able to quickly adapt behavior and work methods in response to new information/priorities and unexpected obstacles, multi-task, effectively interact with many levels of people in a cooperative manner, be decisive, take appropriate actions, and complete project tasks or projects with a short notice.

Must be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; develop new insights into situations and apply innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; be willing to take risks and initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage; and value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

Work will typically be performed either in a climate-controlled office under artificial light or from an approved Tele-work location. Travel may include, but is not limited to, Headquarters, California Transportation Commission meetings, Right of Way and Land Survey Management Board meetings, other districts, local agency offices, District Survey's field offices, and may be include field reviews outdoors and may expose incumbent to dirt, noise, uneven surfaces and extreme heat or cold.

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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