

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION Right of Way/Acquisitions & Project Management Services	
WORKING TITLE Senior Right of Way Agent - Project Coordination	POSITION NUMBER 904-402-4962-XXX	REVISION DATE

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

GENERAL STATEMENT:

The Senior Right of Way Agent/District Branch Chief is the first supervisory level position in the Right of Way series in the Division of Right of Way and Land Surveys. Under general direction of the Supervising Right of Way Agent/Office Chief, the position directs, and is responsible for, the successful completion of a major phase of Right of Way program activities, including those directly related to project delivery. As a principal assistant to the Supervising Right of Way Agent/Office Chief level, this position assigns, supervises, reviews and approves the work of direct-report personnel, consults with and advises district management, and may act as their direct representative in major program areas at private or public meetings. Responsibilities include staff on boarding, development and training, professional practices, programs and budgeting specific to their work unit. This position may advise and consult with district and statewide Right of Way personnel. This position may also be called upon to act as a staff specialist in the development and implementation of statewide policies, standards, procedures, training programs, legislation, and as intergovernmental agency liaison in assigned program areas.

Under the general supervision of a Supervising Right of Way Agent, serving as the Office Chief, incumbent is responsible for the planning, supervision, coordination and direction of the project coordination/project delivery functions of the Division in accordance with applicable state and federal laws and regulations, the rules and regulations of the California Transportation Commission and the policies and procedures of the Department. Incumbent is expected to demonstrate a high degree of independence of action.

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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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Prosperity - Collaboration, Innovation, Integrity, People First, Stewardship)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety, Employee Excellence - Collaboration, Innovation, Integrity, People First, 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. (Safety, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, 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. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Prosperity, Employee Excellence - Collaboration, 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, Employee Excellence - Collaboration, Innovation, Integrity, People First, Stewardship)

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- 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. (Safety, Employee Excellence - Collaboration, Innovation, Integrity, People First, Stewardship)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Serves as the principal assistant to the Office Chief in all matters relating to project coordination and project management, including representing the Office Chief at meetings, analyzing project proposals and making recommendations on appropriate schedules and actions.
20%	E	Develops plans, schedules, assignments and supervises the work of a branch performing various Project Coordination tasks.
15%	E	Develops staff through training and resolves conflicts related to Department policy, valuation theory, negotiation strategies and project right of way requirements and costs. Ensures the proper storage of work projects in files, servers and statewide databases. In addition, incumbent is responsible for addressing gaps in workforce knowledge by utilizing common practices and techniques of knowledge transfer.
5%	E	Reviews and approves, or recommends for approval completed work products
5%	M	Represents the District and Department as needed on special teams
5%	M	As required, perform some of the Office Chief's duties in his/her absence

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 will supervise Range "A", Range "B", and Associate Right of Way Agents for all technical and administrative matters. Incumbent is responsible for providing direction, establishing work priorities, scheduling work, and monitoring resources to produce optimum results in an efficient and effective manner. In the Office Chief's absence, incumbent may be required to perform major functions of the Office and assume responsibility for Office activities, coordination, and supervision.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Extensive, detailed knowledge and understanding of the principles of land economics, general real estate concepts and practices, terminology and principles employed in legal work associated with branch activities and current social, political, economic, and scientific developments and trends related to right of way work in general.

Detailed, comprehensive knowledge and understanding of, and an ability to apply laws and regulations relating to right of way activities, assemble and analyze complex data, make mathematical computations, establish and maintain cooperative relations with individuals contacted in the course of work, ability to speak and write clearly and effectively, conduct and participate in public meetings, and work with staff of local public agencies, contractors, consultants, and public officials often in tense, confrontational situations, in a calm and effective manner.

Incumbent must be able to simultaneously handle a variety of complex transactions, adopt existing methods and procedures to new situations, and creatively develop solutions for problems where no solution presently exists. Incumbent must possess the ability to review, analyze, and interpret cooperative agreements, reports, maps, contracts, proposals, and pending conveyances and prepare well thought out and developed recommendations for District management.

Incumbent is expected to have the knowledge, skills, and abilities identified in the specifications for the Senior Right of Way Agent classification, including applicable processes and procedures involved with project management.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position requires a high degree of responsibility for decisions and actions, often with minimal involvement and/or prior concurrence from the Office Chief. 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.

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PUBLIC AND INTERNAL CONTACTS

Extensive contact with staff at local public agencies, with contractors and consultants, District personnel, public officials, the general public, and staff of other state and federal agencies. Incumbent must be able to establish and maintain good relations with all such contacts.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements include sitting for long periods of time, using a keyboard and display terminal, bending, stooping, kneeling and lifting, field inspections of properties and projects which may expose incumbent to dust, dirt, uneven ground, and traffic and operation of a motor vehicle to and from various work assignment locations. Occasional overnight travel outside of the District may be required.

Mental requirements include sustained mental activity needed for the smooth flow and operation of the office, the ability to remain flexible, effectively handle ever changing work load priorities and workload fluctuations, and maintain sustained, focused attention to detailed, complex assignments in a busy, stressful environment.

Emotional requirements include contact with property owners and occupants, staff of local public agencies, contractors, consultants, public officials, co-workers ,and staff of other state and federal agencies, often in stressful situations.

WORK ENVIRONMENT

Duties will require work to be conducted in both the California Department of Transportation's District Office and partial telework as determined by the State of California. Incumbent will be located in a high-rise, climate controlled office building under artificial lighting in the central business district of a dense urban area. The assigned work space will generally be an open floor plan, cubicle type office environment. There will be occasional fluctuations in building temperature. The work site may have limited viewing access to the outdoors. Incumbent may be required to rotate into other functional areas/offices within the Division of Right of Way.

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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