

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION District 5/Right of Way and Land Surveys	
WORKING TITLE Deputy District Director, Right of Way & Land Surveys	POSITION NUMBER 905-400-7500-xxx	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, the Deputy District Director, Right of Way and Land Surveys (DDD) is responsible for District policy development and implementation, management, direction, and coordination of the operations of the Division of Right of Way & Land Surveys. DDD makes final decisions related to Right of Way and Land Surveys issues within complex transportation projects prepared by District staff, local agencies, and/or consultant staff. DDD is accountable for delivery of quality, timely, and cost effective construction projects. DDD recommends, develops, and implements policies and procedures to establish work standards and implements work priorities for the division; organizes and directs the activities of staff; resolves highly technical or sensitive problems and administrative and personnel matters. DDD is an integral part of the District's Executive Team, working with that team to set District priorities, work standards, goals, and objectives.

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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Develops and implements policies required to lead the District's Division of Right of Way & Land Surveys. Provides direction on operating procedures, implementation of programs, and management techniques impacting the goals and objectives of the division in alignment with Caltrans' strategic plan. Participates in policy development to guide transportation plans, programs, and projects. Participates in the development of statewide technical policies by providing expert advice and input to all levels of department management. Responsible for meeting the District's project delivery goals and milestones, as well as assisting local agencies deliver their projects.
35%	E	Plans, organizes, directs and evaluates the business activities of the Right of Way and Land Surveys division. Establishes goals and objectives for the division, and regularly monitors and measures the progress of meeting established goals and objectives in alignment with both Caltrans' Strategic Plan and the division's program budget resources. Responsible for ensuring all required analysis is completed on all District projects so that issues are resolved and projects are within scope, time, and budget. Develops and implements key policy and organizational changes, guidelines, and procedures to ensure accountability and responsibility for project development and delivery. Develops, coaches, and trains staff through effective leadership, delegates work assignments, evaluates performance of subordinates, determines training needs and succession planning, and addresses personnel issues in the division.
15%	E	Represents and makes decisions on behalf of Caltrans at public hearings/meetings involving highly sensitive and/or controversial issues. Represents Caltrans at public conferences and meetings with federal, state, and local officials; regional and local planning agencies and authorities; special interest and advocate groups; elected officials; stakeholders; and private business representatives on issues relating to right of way and land surveys aspects of delivering transportation projects and services.
10%	E	Advises the District Director on all matters related to the Division of Right of Way & Land Surveys, and is responsible for direct resolution of highly technical and politically sensitive issues impacting transportation projects. Participates as a member of the District's Executive Team by contributing, developing, and implementing the strategic plan and leadership of the district, as well as developing, formulating, and establishing District policies. Ensures the District is in compliance with federal, state, and local laws, rules, and regulations related to Right of Way and Land Surveys work.

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 Deputy District Director directly manages Supervising Right of Way Agents and Supervising Transportation Surveyors, and indirectly supervises and leads the Division of Right of Way & Land Surveys, which consists of multi-disciplinary staff performing a variety of right of way and land surveying activities. DDD may also be expected to lead teams of Office Chiefs, from all District Divisions, on special assignments as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The District Director (DDD) must possess comprehensive knowledge of Caltrans' mission, vision, goals, and programs; applicable state and federal laws, regulations, and policies; and guidelines governing transportation engineering, systems planning, and environmental, community, and economic impacts on transportation facilities. The role requires expertise in federal, state, and local transportation funding and the ability to clearly communicate how funding changes affect projects. Strong verbal and written communication skills are essential, including the ability to represent the department in discussions with citizens, legislators, and government agencies on complex transportation issues. The DDD must perform effectively under tight deadlines, foster positive relationships with internal and external stakeholders, and contribute to policy development to ensure timely project delivery. Effective personnel management and leadership of multidisciplinary teams are critical. Additional responsibilities include analyzing administrative and technical practices, integrating diverse programs to achieve common goals, articulating policies to staff and the public, and building cooperative relationships across all levels of government. The DDD must demonstrate problem-solving skills, prepare and review reports, support Caltrans' EEO objectives, and exercise sound judgment in high-level administrative and policy matters. Clear communication on issues related to Right of Way and Land Surveys is also required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The DDD is responsible for the overall policies, direction setting, and priority establishment for the development of management and staff in the Division of Right of Way & Land Surveys, and provides guidance and strategy for preparing recommendations on District matters and decisions. Expert advice to top management is essential to avoid errors that could expose Caltrans to liability and potentially restrict the operating capability and flexibility of Caltrans. Errors in any of the above areas could have a substantial impact on the department's ability to deliver its work program and schedule, and result in a loss of resources and funding at the federal, state and local levels.

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PUBLIC AND INTERNAL CONTACTS

The DDD represents Caltrans in meetings and dealings with federal, state, regional and local agencies concerning the scope of the District's transportation program. The incumbent must establish and maintain good working relationships with management and staff at all levels in the District, HQ, other divisions, and other Districts. In addition, the incumbent's activities and those of the Division of Right of Way & Land Surveys involve interaction with the general public concerning the impacts of transportation projects and actions on individuals and communities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

DDD may be required to sit for long periods of time using a computer. DDD must be able to recognize emotionally charged issues, problems, or difficult situations and respond tactfully and professionally. DDD must be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, and unexpected obstacles. DDD must have the ability to multi-task, adapt to changing priorities, and complete tasks or projects with short notice. DDD must have the ability to sustain mental activity for problem solving, responding logically, and analyzing complex documents and situations. DDD must be able to develop cooperative working relationships, and behave in a fair and ethical manner towards others and demonstrate responsibility and commitment to public service.

WORK ENVIRONMENT

While at the base of operation, the DDD will work in a climate-controlled office with natural and artificial lighting, and may experience periodic episodes with office temperature due to fluctuating building temperatures. DDD may also be required to travel to and from field office locations throughout the District boundaries, including other District Office locations, headquarters and the state. Travel may consist of driving, flying in an airplane, and/or both, and occur outside normal work hours. This position may be eligible for telework. The amount of telework is at the discretion of the department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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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