

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION District 11/Right of Way	
WORKING TITLE Deputy District Director, Right of Way	POSITION NUMBER 911-001-7500-005	REVISION DATE 12/26/2024

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 incumbent develops and implements policies for the Right of Way program within the District. Responsibilities include planning, coordination, direction, guidance and supervision of the activities in the following functional areas: acquisitions, appraisals, excess lands, airspace, relocation, utility relocation, planning and management, property management, demolition and clearance, and local programs. The Deputy District Director, Right of Way consults with the District Director on work priorities, allocated resources, management priorities, goals and objective, and new programs and legal matters pertaining to the Right of Way program.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Prosperity, Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity, Employee Excellence - Integrity, 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. (Employee Excellence - Integrity, Pride)
- **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. (Prosperity, Employee Excellence - Innovation, Integrity, Stewardship)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Prosperity, Employee Excellence - Innovation, Integrity, People First, Pride)
- **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, Climate Action, Prosperity - Equity, Integrity, People First, Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Equity, Climate Action, Prosperity - Collaboration, Equity, People First, Pride)
- **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. (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. (Employee Excellence - Collaboration, Equity, Integrity, People First, Pride)

TYPICAL DUTIES:

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

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40%	E	Develops and implements policies for all District Right of Way functions. Provides functional direction for the District Right of Way program in areas of project delivery, capital and support budgeting, public hearings, community involvement, and route studies and estimates. Provides policy direction for Right of Way functions including estimating, corridor preservation hardship and protection, appraisals, acquisition, railroad acquisitions condemnation, relocation assistance, property management, utility relocation, Right of Way project certification, airspace, excess land, local program, and outdoor advertising inspection and control. Develops and establishes the strategic direction of the Division. The incumbent provides policy direction on operating procedures, implementation of programs, and management techniques impacting the goals and objectives of the Division's strategic plan. Participates in policy development to guide Right of Way information plans, programs, and projects. Oversees the development and implementation of Program Legal Plans that include the Department's goals, strategic objectives, strategies, and performance measures applicable to the Program.
35%	E	Participates in project delivery, programming and budgetary activities including review, approval and monitoring of project schedules, and capital outlay and support budgets. Monitors Right of Way performance for compliance with the annual operations plan and performance measures.
15%	E	Acts as Right of Way advisor to the District Director in all matters relating to Right of Way including new programs, legal issues, public and legislative inquiries. Attends and participates in project development meetings, public hearings, and other public meetings on behalf of the District's Right of Way Division. Coordinates and consults with Legal Division on Right of Way activities involving inverse condemnation, condemnation, and other issues requiring legal assistance.
10%	E	Consults with Headquarters staff and District Division Chiefs on difficult technical, budget or administrative matters, and is responsible for directing resolution of highly technical and/or politically sensitive issues impacting assigned transportation projects. Advises the District Director on the full range of complex issues related to Right of Way Programs. Actively participates as a member of the District's executive management team and contributes toward the strategic planning and leadership of the District's overall program. Oversees the development and implementation of Program Legal Plans that include the Department's goals, strategic objectives, strategies, and performance measures applicable to the Program.

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 in the District and all of its employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires a broad knowledge of the principles of public administration including capital program, personnel management, program development, budgeting, and supervision; goals, objective, policies, organization and procedures of Caltrans as related to Right of Way activities; general management principles and practices; management problem-solving methods, principles of policy development and formulation of principles and practices of disseminating public information; the Caltrans safety, health, equal employment opportunity and labor relations program objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Must be able to represent the Department effectively in a variety of complex and sensitive environments. Must be knowledgeable in the laws, rules, policies, and procedures that affect Right of Way activities. Also requires a general comprehensive knowledge of all other functions within the District and the Department. The Right of Way Deputy District Director must be able to establish and maintain cooperative relations with all levels of staff, as well as Legislators and public and private organizations. Must be able to analyze, interpret, make recommendations and implement the policies and directives of the Federal Highway Administration, the State Legislature, and the Department. Must have the ability to analyze, recommend, and implement improvements to the District Right of Way processes and to the District Right of Way organization.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent has overall responsibility for the efficiency and effectiveness of the District's Right of Way Program and provides for the implementation of all laws, rules, regulations, and policies affecting the Department's Right of Way activities. Inappropriate decisions in Right of Way can have direct adverse impact on departmental programs. This could result in the loss of effectiveness

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in the program, could compromise the health and safety of employees or public, and could cost the State substantial money, time, and inconvenience.

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

PUBLIC AND INTERNAL CONTACTS

As the Department's representative, the incumbent is responsible for developing and maintaining positive relationships with the full range of external groups and control agencies. The incumbent must be able to communicate effectively with headquarters functional managers, regional managers, district managers, supervisors, and individual employees as well as other governmental agencies, developers, professional groups, and the private sector, while negotiating compromises, which furthers the Department's mission.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time while using a keyboard and video display terminal. The incumbent 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. The incumbent must be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. The incumbent must be able to travel in-state and out-of-state.

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

Employee works in an office and is required to travel to work sites, agency meetings, hearings and scheduled off-site public meetings related to the job. While at the base of operations, the employee works in a climate-controlled office under artificial light. However, due to periodic problems with heating and air conditioning, the building temperature may fluctuate. Telework is performed in accordance with the department's Telework Policy.

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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