

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Right of Way Agent	04/Right of Way/Appraisals & Estimating	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Right of Way Agent	904-402-4959-XXX	05/21/2025

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

GENERAL STATEMENT:

Under the close supervision of a Senior Right of Way Agent serving as the Branch Chief, and on occasion under the direction of an experienced Associate Right of Way Agent acting in a lead capacity, incumbent is responsible for the less complex, routine assignments in the branch, including performance of all related activities pursuant to established policies and procedures and applicable state and federal laws and regulations.

CORE COMPETENCIES:

As a 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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Equity - Integrity, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Innovation, 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. (Safety, Employee Excellence - Integrity, 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. (Equity - Innovation, Integrity, Stewardship)
- Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity, Prosperity, Employee Excellence - Equity, Integrity, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Collaboration, Integrity, People First)
- 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 - Equity, Integrity)
- 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. (Employee Excellence - Innovation, Integrity)
- Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Collaboration, Innovation, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
30% E	Inspects properties in the field, inventories real property and building improvements, identifies approximate locations of requirements, measures improvements and calculates areas. Meets with with property owners to discuss the project requirements and the impacts to their property. Meets with various internal staff of various Divisions to understand the project needs and impacts to properties based on those project needs. Analyzes data gathered and prepares narrative valuation reports, memorandums of adjustment, and estimates for the less complex/routine assignments in the branch.

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30%	E	Reviews preliminary title reports, maps, engineering drawings, general plan and zoning data, cost manuals, real estate reference materials, multiple listing and related sales data, environmental documents, and project reports. Analyzes data gathered and prepares narrative valuation reports, memorandums of adjustment, and estimates for the less complex/routine assignments in the branch.
25%	E	Researches real estate transactions, interviews buyers, sellers, real estate agents and brokers, and other real estate professionals. Analyzes data gathered and prepares narrative valuation reports, memorandums of adjustment, and estimates for the less complex/routine assignments in the branch.
10%	E	Develops familiarity with various appraisal rules, theories, and procedures, the Uniform Relocation Assistance and Real Property Acquisition Act, eminent domain and title law in order to efficiently and effectively value and estimate required property interests for the less complex/routine assignments in the branch.
5%	M	Accomplishes any other less complex/routine branch activities so that project delivery schedules are maintained. Performs other less complex/routine Right of Way duties as required.

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

No supervision of others is involved.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Familiarity with basic principles of land economics, general real estate concepts and practices, knowledge of 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.
Understanding of and an ability to apply laws and regulations relating to right of way activities, assemble and analyze 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 and work with property owners, occupants and the public, often in tense, confrontational situations, in a calm, effective manner.
Incumbent must be able to simultaneously handle a variety of transactions, adopt existing methods and procedures to new situations and creatively suggest solutions for problems where no solution presently exists.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position requires a high degree of responsibility for decisions and actions. Poor decisions, judgment or recommendations could result in inadequate resources, loss of revenue and/or increased costs to the state, federal sanctions and/or penalties, and criticism and/or loss of confidence by elected officials and the public.

PUBLIC AND INTERNAL CONTACTS

Extensive contact with internal personnel, local governmental staff and officials, consultants, staf and officialsf from other state and federal agencies, property owners and occupants and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Possess the ability to move up to 35 pounds (files, boxes, laptops, projectors and cumbersome plans). Incumbent must have the ability to conduct onsite reviews: i.e., measuring structures and evaluating property. Must be able to travel to remote locations in a single duration. Incumbent must have the ability to sustain the mental activity needed for report writing, auditing, problem solving analysis and reasoning. Possess the ability to focus on single tasks, as well as multi-tasks when necessary. Must be able to give oral presentations to gatherings of small sizes and at various levels of the Department. Must be composed and articulate in meetings and in telephone conversations. Must be able to respond to changing work priorities.

WORK ENVIRONMENT

This is a rotational assignment. The incumbent can expect to rotate to different Right of Way functions as needed. Incumbent will use a keyboard and video monitor for short periods of time as well as a telephone. Incumbent may also be required to travel andwork outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold. Duties will require work to be conducted in the Caltrans District Office. 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.

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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. Incumbent is expected to be able to report to their worksite with minimal notification if an urgent need arises. Incumbent may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquartered location will be the responsibility of the incumbent.

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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