

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervising Right of Way Agent	District 8 / Right of Way and Land Surveys	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Supervising Right of Way Agent - Project Delivery	908-400-4961-005	

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 8 Deputy District Director for the Division of Right of Way and Land Surveys, the Supervising Right of Way Agent is responsible for the supervision of a team of professional Senior RW Branch Chiefs responsible for RW Project Delivery functions including Appraisals, Acquisition, Condemnation, Railroads, Federal Lands, Relocation Assistance, Utilities, Project Coordination and Planning & Management. Responsible for the delivery of Right of Way certifications for all capital projects (COS) including Minor and Maintenance programs. Work with other Divisions in the District to coordinate the Right of Way delivery schedule and fulfill Contract for Delivery commitments. Develop, implement and monitor the workload distribution, priorities, allocations, expenditures and set the tone for professional and ethical conduct.

CORE COMPETENCIES:

As a Supervising 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.

- 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. (Employee Excellence - Collaboration, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Employee Excellence - Integrity)
- 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. (Equity, Employee Excellence - Integrity, 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. (Prosperity, Employee Excellence - Collaboration, 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 - Collaboration, Integrity, 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. (Equity, Employee Excellence - Integrity, Pride, Stewardship)
- 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. (Prosperity, Employee Excellence - Collaboration, Innovation, 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, Prosperity - Collaboration, Innovation, Integrity, Stewardship)
- 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. (Prosperity, Employee Excellence - Collaboration, Integrity, Stewardship)

TYPICAL DUTIES:

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

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20%	E	Appraisal, Acquisition, Railroads, Federal Lands, Relocation Assistance, and Condemnation Plans, organizes, and directs the team through the team leaders who are responsible for the preparation of appraisals and acquiring properties vested in individuals, corporations, railroads, and local agencies on numerous projects. Oversees and directs the required negotiation activities to process agreements with property owners and the railroads relating to the acquisition of properties required for Transportation Projects. Reviews and recommends settlements to the Deputy District Director for the Division of Right of Way if above the delegated authority for the Supervising Right of Way Agent. Directs the team leaders and teams responsible for the preparation of Condemnation documents and interacts with Legal to facilitate possession of required property rights. This position is a primary point of contact with the Legal Division and HQ Right of Way in these areas.
20%	E	Project Coordination and Planning & Management Plans, organizes and directs the team through team leaders responsible for Project Delivery and Operating Expenditures for support, overseeing budgeting for Capital Outlay Support (COS), and R/W work plans. Responsible for the delivery of Right of Way certifications, PIPs, PIDs, Minor and Maintenance programs, as well as cross-functional allocations. Required to work with other Divisions in the District to coordinate the Right of Way delivery schedule and fulfill Contract for Delivery Commitments. Develop, implement, and monitor the workload distribution, priorities, allocations, and expenditures and set the tone for professional and ethical conduct.
		Planning & Management: Plans, organizes oversees the RW Capital Plan funding and reconciliation with close coordination with HQ RW and District Program Project management. Oversight of operating expenditures (OE), personal service (PS) resources for support and development of RW work plans.
20%	E	Utility Relocation: Plans, organizes and directs the team through team leaders who are responsible for timely clearance of interfering public and private utility facilities on state transportation projects. Implements policy and procedure involving the State's relationship with property owners, Caltrans Branches, utility companies, and other involved parties. Directs, coordinates, and monitors the utility activities required to meet the project requirements. Directs, coordinates, and monitors the most complex and technical utility issues and provides guidance and assistance for planning, organizing, and directing staff engaged in the utility functions. Directs, coordinates, monitors, and oversees the handling of R/W utility relocation estimates, costs, and budgeting requirements. May review or approve utility liability determination packages submitted by staff and other parties involved. Ensures proper procedures and delegations have been followed. Oversee and ensure appropriate utility training to employees and other public/private organizations, especially on new or revised procedures. Ensures uniform interpretation and application of utility procedures, policies, laws, and regulations regarding utility relocation. Makes formal presentations to large/small groups needing utility project information. Coordinates communications with R/W branches, other Caltran divisions/branches, and public/private organizations on utility project status. Communicates sensitive issues and project status to stakeholders, including upper management.
20%	E	Review and approve functional work products without delegated authority to the Senior Right of Way Agent level. Responsible for effective written and verbal communication skills with all District Delivery Divisions, Legal, HQ Right of Way, and Budgets to meet deadlines and successfully complete all assigned tasks. The incumbent must elevate delays to the District Deputy Director for the Division of Right of Way to prevent or mitigate risk to the Project Delivery scheduled.
10%	E	Review programs, policies, processes, and special problems at the request of the Deputy District Director for the Division of Right of Way, recommend and implement solutions, and coordinate with HQ Right of Way to ensure adherence to Federal and State law, accepted standards, policies, and schedules.
10%	M	Assists the Deputy District Director of Right of Way by conducting research, managing special projects, and attending public meetings. Travel across the state is necessary. Participation in various conferences, Functional Council meetings, seminars, and other meetings is required. Act as a Project Management/ Functional Management representative for R/W in all matters pertaining to Task Management, Risk Management, and Quality Management. Informs the Deputy District Director of all project issues before District Status Meetings and is the Right of Way liaison for pre-status and project meetings.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position directly supervises a staff of Senior Right of Way Agents, Associate Right of Way Agents, Right of Way Agents and support staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The ability to reason logically and creatively and use a variety of techniques to resolve problems relating to functions supervised productively; present ideas and information effectively, write/review, edit complex written reports; establish 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 relationships on interdepartmental levels and make effective oral presentations and speeches at meetings, hearings, and public functions.

Requires a thorough knowledge of the State and Departmental policies and procedures. Knowledge of State and Federal laws, rules and regulations, real estate laws and principles, real estate financing, and guidelines pertaining to acquiring property for public use. principles of appraisals, condemnation, relocation assistance, disposal of real property for public use, and real property law. Knowledge of all the factors affecting the value of property, the costs of construction, the economic trends within the districts, health and safety requirement and labor relations programs. Possess general knowledge of the principles of public administration, including capital program, personnel management, program development, budgeting, and supervision. The ability to develop program goals, objectives, policies, organization, and procedures of the Department of Transportation related to Right of Way 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. Knowledge of Right of Way Engineering, property values, and the effect of economic trends upon value and price and on the cost of construction of the improvements with particular reference to the metropolitan area, condemnation and real property law, rules, and regulations pertaining to excess land sales. Knowledge of effects of property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvements, assessments, easements and encroachments, standard methods of describing real property, policies, procedures, and functions of the California Transportation Commission. Knowledge of various transportation improvements and their social and economic effect on properties and communities.

Requires knowledge of analytical and problem-solving aptitudes and a highly developed ability to exercise wise professional judgment in sensitive matters. Must be able to analyze highly complex and sensitive issues. Must be able to analyze highly complex and sensitive situations of technical and political natures and arrive at workable solutions while maintaining department and district goals and credibility, as well as positive relationships with headquarters, other districts, the Federal Highway Administration, other governmental bodies, and the public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to properly plan, organize and direct the team would result in failure to meet project commitments through the lack of capital, personnel, 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

The Supervising Right of Way Agent must establish and maintain working relationships within the Division of Right of Way and with other District divisions, management and staff. Must be able to work cooperatively with the various disciplines within the capital delivery program including HQ and with local transportation partners including the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The physical demands described herein represent those that must be met by the incumbent to successfully perform the essential functions of this position.

The 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 20 lbs.

The incumbent will be required to travel to various remote locations in single durations (up to 6 hours) and to attend meetings and events throughout the State.

The incumbent is required to review, comment on, and present written documents and materials. T

he incumbent must have the ability to sustain the mental activity needed for report writing, auditing, problem solving, analysis and reasoning.

The incumbent must possess the ability to focus on single tasks, as well as multi-tasks when necessary.

The incumbent must be able to sustain mental activity to write technical reports, resolve politically sensitive issues, manage diverse right of way issues, and deal with a large number of complex problems simultaneously.

The incumbent must be able to maintain emotional control during conflicts.

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The incumbent must be able to develop and maintain cooperation working relations, respond appropriately to difficult situations, recognize emotionally charges issues or problems and perform appropriately.
Must be composed and articulate in meetings and in telephone conversations.
Must be able to respond to changing work priorities.

WORK ENVIRONMENT

While at their base of their operation, employees will work in a climate-controlled office under artificial lighting. They will use a keyboard and a video monitor for long periods of time, as well as a telephone. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and is based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location or 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 selected candidate. Possession of a valid California driver's license is required.

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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