

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Right of Way Agent	OFFICE/BRANCH/SECTION Division of Right of Way/District 07/Los Angeles	
WORKING TITLE Right of Way Agent	POSITION NUMBER 907-400-4959-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 supervision of the Senior Right of Way Agent the incumbent will be engaged in a variety of entry-level Right of Way activities. The incumbent will have varied assignments to reflect training needs and variations in the workload. Will be assigned duties in one or more Right of Way functional areas.

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.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Prosperity - Innovation, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Prosperity - Collaboration, Integrity, Pride)
- 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, 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. (Employee Excellence - Collaboration, Innovation, People First)
- 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. (Safety, Equity - Collaboration, Innovation, Integrity, People First, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Prosperity, Employee Excellence - Integrity, People First, 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 - Collaboration, Integrity, 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. (Equity, Prosperity, Employee Excellence - Integrity, Stewardship)
- 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 - Pride, Stewardship)

TYPICAL DUTIES:

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

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25%	E	Acquisition Assists in performing functions relating to the acquisition of properties needed for transportation projects or departmental use, as well as on projects for those counties, local agencies, cities and districts with whom we have cooperative agreements to implement acquisition programs. Negotiates the purchase or donation of land and improvements. Acquisition assignments will include properties of average difficulty such as entire properties or properties of lower value. Examines and interprets property records and title reports. Prepares and assist in the execution of the necessary documents for the conveyance of real property. Agent is responsible for the preparation of the Memorandum of Settlement and other records documenting each transaction Assists owners in obtaining benefits available to them under the Relocation Assistance Program. Maintains updated records, files and statistical data in connection with the acquisition function.
25%	E	Appraisal and Estimating Assists in appraisal of all types of real property and interest in real properties needed for transportation projects or departmental uses, as well as on projects for those counties, local agencies, cities and districts with whom Caltrans has cooperative agreements to perform appraisal programs. Assists in the valuation process for development of airspace lease areas and excess land for disposal. Prepares Replacement Valuation Reports which are used to calculate monetary replacement housing entitlement of eligible residential displaces. Specific tasks include securing and examining title reports, personal inspection of property, interviewing owners, preparing plot plans, descriptions, and area calculations for improvements, gathering and verifying market data, interviewing real estate brokers, public agency staff, buyers and sellers, analyzing and interpreting data and contributing to the preparation of written valuation reports. Assists in monitoring the activities of local agencies and their valuation processes pursuant to State and Federal requirements. Prepares or assists in the preparation of dollar estimates of property needed for future projects.
20%	E	Relocation Assistance Program Assists in performing functions relating to the relocation of people, businesses and personal property from properties needed for transportation projects or departmental uses, as well as on projects for other public agencies with whom Caltrans has cooperative agreements to implement a relocation assistance program. Specific tasks include: Contacting and determining eligibility of displaces; explaining the relocation program; determining family needs; and identifying relocation problems and alternate solutions. Assists with relocation surveys, relocation studies and relocation plans through interviews with potential relocatees and gathering, assembling and interpreting data (e.g. census data, real estate market data). Processes relocation claims, obtains verifying documents relating to purchasing replacement property, and coordinates the disbursement of relocation payments into escrow or to claimant or landlord. The agent may assist in obtaining move estimates and negotiating "self-move" agreements, verifying costs and disbursements and coordination audits with the Internal Audit Section. Maintains files and records of relocations and collects and analyzes relocation records and data for Right of Way reports.
10%	E	Airspace & Wireless Leasing Assists in performing functions related to the development and management of Right of Way Airspace and Wireless tower leases. Monitors leases for tenant compliance to lease terms and performs scheduled inspections. Develops new lease sites by following the District Airspace Review Committee (DARC) process and obtaining Federal Highway Administration (FHWA) approvals.

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10%	E	Excess Land Inventory and Sales Maintains the excess land inventory, monitors resale transactions and assists in performing functions relating to disposal of excess land. Specific tasks include contacting and negotiating with individuals and public agencies for direct sale of property; handling inquiries from the public and other agencies regarding the availability of excess land and explaining the procedures for buying it. Obtains and assembles documents required for sale or exchange of property such as maps, appraisals, deeds and escrow instructions; secures clearances from other Caltrans Divisions; helps process requests by individuals or other public agencies for the decertification of right of way by requesting an expenditure authorization and coordinating the engineering effort. Prepares newspaper and other advertisements and sales brochures; conducts oral and sealed bid public auctions; and maintains files and records of excess parcels and sales records and data.
10%	E	Property Management Assists in timely removal of all improvements from the the right of way required for each construction contract for the Department of Transportation and local agencies. Prepares notices of sale, demolition contracts, maintenance contracts, rental agreements and leases. Assists in the rental, maintenance and rehabilitation as required for State-owned properties that have been acquired for future construction projects. Inspects property to ensure continuing compliance with these contracts and leases. Assists in the goal of keeping delinquency to a minimum by evaluating tenant rental applications and income. Initiates eviction notices and collection efforts when applicable. Inspects State properties acquired for future construction projects for dangerous or hazardous conditions and recommends corrective action 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
None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of or experience in real estate, appraisal, law, public administration, business administration, project management or transportation.

Strong professional writing skills with the ability to effectively communicate in a clear, concise, and organized manner. Must be able to communicate effectively both verbally and in writing, with individuals at all levels of the organization and external stakeholders. Customer service skills developed through regular contact with internal and external customers and the general public.

Able to work independently with guidance from a supervisor, consistently meet deadlines and respond effectively to changing work priorities.

Ability to research, assemble and analyze project data in order to create timely reports. Able to resolve complex issues in the office or in the field.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Errors in judgment can adversely affect decision-making, project delivery, and compliance with laws, regulations, and guidelines. They can also result in adverse publicity, individual or class action lawsuits against the Department, loss of Federal funds and decreased Regional productivity. Failure to resolve product delivery issues on schedule could delay or jeopardize project delivery and adversely affect State or Federal funding.

Under the direction of their supervisor, the incumbent is responsible for advising management on issues that are sensitive in nature. Failure to provide proper advice to management could result in inappropriate action(s) being taken against an employee, financial liability and discredit to the Department. The incumbent must research existing policies and rules prior to making any recommendation(s) on how to handle any specific issue.

PUBLIC AND INTERNAL CONTACTS
This position requires extensive public contact representing the Department in dealing with property owners, tenants, representatives of other government agencies and the general public. There may be contact with Right of Way Management, District Right of Way functional area personnel, Headquarters Right of Way, County and City Officials, the Federal Highway Administration and other public agencies. These contacts will be verbal or written, as needed, to perform assignments.

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The incumbent must be able to liaison and represent the Department's interests at internal or external meetings. Evidence of teamwork, collaboration and the ability to build alliances is required. Administration and other public agencies. These contacts will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and a monitor. Must possess the ability to move up to 351bs. (Files, boxes, laptops, projectors and cumbersome plans.)

Must have the ability to conduct on-site inspections that may include measuring structures. Must be able to drive to fieldwork locations anywhere in Los Angeles or Ventura Counties. The incumbent must have the ability to sustain the mental activity needed for analysis, reasoning, problem-solving, auditing and report writing. Must be able to respond to changing work priorities by switching from a single task to multiple 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.

WORK ENVIRONMENT

Primary work area will be within the District Office located in downtown Los Angeles. While at the base of operations, the incumbent will work in a climate-controlled office under artificial lighting. They will use a keyboard, a monitor, and a telephone. The incumbent may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold.

The headquartered location for this position is in Los Angeles. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's 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, as determined by the Department. The selected candidate may be required to travel to the headquartered location. All expenses to travel to the headquartered location will be the responsibility of the selected candidate.

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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