

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION District 7/Right of Way	
WORKING TITLE Deputy District Director, Right of Way	POSITION NUMBER 907-400-7500-xxx	REVISION DATE 03/14/2023

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the District 7 Director and Chief Deputy District Director, the incumbent is responsible for the management, policy development, direction, and coordination of the operations for the Right of Way Division. These functions include: Appraisals and Planning & Management Operations, Acquisitions, Condemnation, Local Programs and Railroad; Relocation Assistance Program (RAP), Utility, Clearance & Demolition; Affordable Sales Program (ASP) 710 Sales Services, Airspace & Excess Land Sales; Property Management 710 Contract Management; and Right of Way Engineering. The incumbent is responsible for the planning and management of the Department's highway Right of Way program within the boundaries of Los Angeles and Ventura counties.

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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)

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- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Develops and implements policies to coordinate all phases of the District's Right of Way program in the offices of: Appraisals and Planning & Management Operations; Acquisitions, Condemnation, Local Programs and Railroad; RAP, Utility, Clearance & Demolition, ASP 710 Sales Services, Airspace & Excess Land Sales; Property Management, 710 Contract Management; and Right of Way Engineering. Establishes District Right of Way program level action plans that include the Department's goals, strategic objectives, strategies, and performance measures.
35%	E	Develops and implements policy guidelines and standards for right of way work performed within the District. Recommends District right of way program objectives and resource allocations; organizes activities and directs personnel. Consults with Headquarters staff and other Deputy District Directors on difficult technical, budgetary or administrative matters, and is responsible for directing resolution of highly technical and/or politically sensitive issues impacting assigned responsibilities and various transportation projects.
25%	E	Speaks before public agencies on transportation and right of way matters. Represents the Department in meetings with federal, state, regional and local agencies concerning the scope and content of the Division's right of way program. Advises the District Director/Chief Deputy District Director on the full range of complex issues related to the District right of way program. Advises the District Director/Chief Deputy District Director on key events and proposed changes for right of way program goals, policies, regulations, plans, capital budgets and legislation.

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

Directly supervises a staff of Principal Right of Way Agent, Supervising Right of Way Agents and Supervising Transportation Surveyor and has overall responsibility for the employees in the Right of Way program in the District.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The ability to reason logically and creatively and use a variety of techniques to productively resolve problems relating to functions supervised; present ideas and information effectively, write, review, and edit complex written reports; establish project priorities, and maintain schedules. The ability to maintain liaison, communication, and cooperative relationships on interdepartmental levels, 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 finance, and guidelines pertaining to acquiring property for public use, principles of appraisals, condemnation, relocation assistance, disposal of real property acquired for public use, and real property law. Knowledge of Right of Way Engineering Surveys principles and practices. Knowledge of all the factors affecting the value of property, the costs of construction, economic trends within the District, health and safety requirements, and labor relations programs.

Possess general knowledge of the principles of public administration including capital program, personnel management, program development, budgeting and supervision. Possess the ability to develop program goals, objectives, policies, knowledge of organization and procedures of the Department as related to Right of Way activities. Possess knowledge of 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 and Surveys; 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

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metropolitan areas, condemnation and real property law, rules and regulations pertaining to excess land sales. Knowledge of effects on property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvement, districts assessments, easements and encroachments, common methods of describing real property, policies, procedures and functions of the California Transportation Commission. Knowledge of various types of transportation improvements and their social and economic effect on properties and communities.

Knowledge of: the organizations and functions of California State Government including the organization and practices of the Legislature and Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and a manager's role in the Equal Employment Opportunity (EEO) Program.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to Caltrans' EEO objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to properly plan, organize, and direct staff could result in failure to meet project commitments through the lack of capital, personnel, other support resources, or lead time. Such failure could result in the loss of projects to the state District and local agencies, and accompanying loss of significant federal state and local agency funds.

PUBLIC AND INTERNAL CONTACTS

Contact with various Headquarters units, District Right of Way personnel, Division of Right of Way staff, local government entities, county and city officials, the Federal Highway Administration and other public agencies. These contacts will be verbal or written, as needed, to perform assignments. Frequent contacts and close liaison is needed to assure program requirements are being met at all levels.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Incumbent should be able to quickly adapt behavior and work methods in response to new information and priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with short notice. The incumbent should be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adverse circumstances.

The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service; 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

While at the base of operation, the incumbent will work in a climate-controlled office under artificial light. There will be occasional fluctuations in building temperature. Incumbent will work in an office and will periodically attend meetings and/ or training outside the office. Some travel is required throughout California.

Incumbent 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. 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.

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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.)

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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