

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION Headquarters D52/Right of Way & Land Surveys/Project Deliv.	
WORKING TITLE Project Delivery Liaison (Senior Right of Way Agent, Specialist)	POSITION NUMBER 913-400-4962-126	REVISION DATE 07/20/2026

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 Chief, Office of Right of Way Project Delivery (Chief), the Senior Right of Way Agent serves as a staff specialist and provides training, guidance and assistance statewide to Regions/Districts for all matters concerning acquisition of rights of way for transportation facilities, whether acquired through agreement or by eminent domain, and matters concerning Transfers of Jurisdiction and Federal Land Transfers. The liaison will work with internal and external partners and provide subject matter expertise to the Office Chief.

CORE COMPETENCIES:

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

TYPICAL DUTIES:

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

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45%	E	Acts as the office's training manager. Responsible for developing and implementing statewide training plan for the office. Coordinates with the office's subject matter experts to develop, modify, create, schedule and deliver statewide training related to acquisition, condemnation, Federal Land Transfers, Transfers of Jurisdiction, and Perfection of Title. Assists with Relocation Assistance Program training, as needed. Coordinates with the office's subject matter experts to develop and document internal processes in desk manuals for the office's primary functions to facilitate and effectuate cross-training. Updates manuals as changes occur. Acts as office's primary focal point for Right of Way Manual changes. Coordinates with office's subject matter experts to develop and implement recommended and needed changes. Drafts recommended changes for Office Chief's approval. Acts as office expert of new database tool, ROWMIS 2. Coordinates with Division's Information Systems Manager to conduct statewide training as needed.
40%	E	Responsible for scheduling and coordinating with office subject matter experts to carry out annual Quality Enhancement Joint Reviews for all office's areas of responsibility. Documents any discovered deficiencies and/or best business practices, confers with team members and makes recommendations to District Management and Office Chief for process improvement.
10%	E	Acts as back up to office's expert on Federal Land Transfers (FLT), Transfers of Jurisdiction (TOJ), and Perfection of Title (POT) activities throughout the State.
5%	M	Acts as Senior in charge when Office Chief is away from the office (during pre-determined months throughout the calendar year.)

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 direct supervisory duties but may be assigned to direct, lead, or oversee one or more Right of Way Agents and/or Caltrans Administrators in the Division of Right of Way and Land Surveys, depending on statewide or special project responsibilities assigned. May be assigned to direct, lead, or oversee new or rotational employees during assignment to Headquarters for training experiences or regions on a temporary basis during turnover periods or during times of crisis.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

As stated in the specifications for the Senior Right of Way classification. Additionally, the headquarters Project Delivery Liaison would have had experience in developing and delivering effective, interactive, and engaging training to audiences of varying sizes and levels of expertise. The position also requires specific knowledge related to Federal and State requirements set forth in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and related state statutes, and principles of effective supervision. The position also requires the ability to deal effectively with all levels of government and the private sector, to communicate effectively both orally and in writing, including the ability to write effective reports and other communications, to be able to work with multi-disciplinary groups and to be innovative in solving problems under pressure.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The headquarters Project Delivery Liaison is responsible for ensuring compliance with federal and state laws, procedures, and guidelines for creating effective training modules and writing reports related to Quality Enhancement Joint Review findings. The consequence of bad decisions, use of poor judgment, or failure to effectively carry out responsibilities on the part of the headquarters Project Delivery Liaison can result in interruption of federal reimbursement, and/or inappropriate decisions and guidance resulting in suboptimal program management.

PUBLIC AND INTERNAL CONTACTS

The Senior Right of Way Agent must work closely with all levels and disciplines of personnel within the Right of Way Program and other programs in the Department, as well as with staff of various government agencies and private entities, including, but not exclusively: The Federal Highway Administration (FHWA), The Bureau of Land Management, The Department of the Military, The Department of Agriculture (U.S. Forest Service), The United States Park Service, California Department of Technology, local government agencies, and private and public sector property owners. Conflict is a natural by product within the purview of right of way work, therefore, a high level of tact and interpersonal skill is required to effectively deal with parties who are resolute in their opinions and sometimes emotional. Lastly, highly developed oral and written communication skills are also essential.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The tasks performed by the Senior Right of Way Agent are complex, detailed, and varied, requiring independence of action and decision making. Incumbent must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice; must value cultural diversity and other individual differences in the workforce; behave in a fair and ethical manner

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toward others and demonstrate a sense of responsibility and commitment to public service; must have the ability to resolve conflicts in a reasonable and diplomatic manner; must be able to develop and maintain cooperative working relationships. Employee may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

Extensive statewide travel may be required depending on District level needs and the format and effectiveness of the training (web-based or in-person). Travel to the districts and off-site meetings will subject the incumbent to the typical rigors of air, auto and transit travel and overnight hotel stays. While at your base of operations, you will work in a climate-controlled office between 64 and 84 degrees under artificial lighting.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and 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, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. For permanent and limited term appointments, all commute expenses 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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