

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Right of Way Agent		DWR POSITION NUMBER 3240-4959-293	SAP POSITION NUMBER 50045378	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/REB/Acquisitions & Appraisals	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R01				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Jesus Cedeno Herrejon	SUPERVISOR'S CLASSIFICATION Senior Right of Way Agent (Supv)	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 10/19/2026	
<i>Percent of Time</i>	<i>Activity</i>			
25%	POSITION SUMMARY Under the direct supervision of a Senior Right of Way Agent, the incumbent works at the entry level and is responsible for completing routine real property acquisitions and utility relocations with the intent of being able to demonstrate that all property rights necessary for certification of projects have been secured. This position will support State Water Project (SWP) and Central Valley Flood Protection Board (CVFPB) projects. As Section workload changes, work in other Real Estate Branch Units may be performed on a temporary basis. Water Code Sections 250 and 11580, for SWP purposes, and Section 8550, for CVFPB purposes, constitute the basic State statutes that authorize the Department of Water Resources (DWR) to acquire land and other property necessary in support of SWP and CVFPB programs. The acquisition, appraisal, negotiation, condemnation, utility relocation, property management, and encroachment permitting tasks of the Right of Way Agent classification series are necessary to support DWR's sanctioned SWP and CVFPB goals and objectives. ESSENTIAL FUNCTIONS This position requires that the incumbent work effectively and cooperatively with others, including the public and other governmental agencies, develop and maintain permanent records for all work completed, and maintain consistent and regular attendance. The specific essential duties are: Under close supervision, meet, present, and negotiate State's acquisition offers to other governmental agencies, railroads, public and private utilities, property owners, legal representatives, and lessees in accordance with statutes and laws affecting such activities with the goal of obtaining signed agreements. Negotiations often are of a complex, difficult nature, and require the Agent negotiate in good faith to secure the necessary property rights and keep detailed records. Explain property owner and lessee rights, including the Uniform Relocation Assistance Program and the Eminent Domain process. Notarize land transfer documents in order to expedite the property rights acquisition process.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Jesus Cedeno Herrejon		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE ➤		DATE

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25%	Obtain license agreements of varying degrees to allow DWR to conduct the necessary pre-construction studies and surveys. Acquire temporary and permanent necessary for construction purposes. Certify right of way for projects requiring real property acquisition and also for projects that are within existing right of way by following established procedures. Perform Fair Market Value estimates for non-complex transactions with a total valuation equal to or less than \$5,000.			
	Attend meetings and consult with supervisor, project managers, landowners, environmental scientists, surveyors, appraisers, and others during feasibility, pre-design, and design phases. Meetings may require incumbent to travel by car, airplane, train, etc. on a Statewide basis during normal business hours and off-work hours and may require overnight stays. May involve driving a pick-up truck or other vehicle off road on rugged terrain to and from sites.			
	Use computer programs, property management maps, title reports, design drawings and other documents to locate and determine ownerships and advise project managers and others on project and property boundaries, environmental issues, and other factors affecting properties or property rights to be acquired. Locate and inventory public road, utility facilities, landowners and tenants that may require relocation to accommodate project construction and facilitate such relocations in advance of planned construction activities.			
20%	Keep detailed records of all communications and correspondence throughout project. Maintain work trackers. Prepare clear, concise, complete, and accurate correspondence and documents in support of the acquisition of temporary and permanent real property rights. Prepare appraisal requests, site assessment requests, survey and map requests, and other documents required in support of property acquisition. In consultation with Sr. Right of Way Agent, prepare and process signed contracts, agreements, entry permits, and other documents related to real property acquisition, including Memorandums of Settlement, escrow instructions, and warrant requests. Analyze title reports, consult with title company representatives and DWR legal staff, review legal descriptions, and right of way maps to determine the appropriate disposition of title exceptions, prepare escrow instructions, and obtain Final Policies of Title Insurance free and clear of encumbrances that do not affect property acquired.			
15%	Complete work in conformance with Departmental standards related to the property management process; manage Department's non-operating properties through proper correspondence, calculations, deeds, contracts, leases, licenses and related documents. This may include assignments of Special Projects requiring Agent to facilitate more complex and sensitive CVFPB real estate transactions.			
	Assist SWP Encroachment Permit functions on an as need and back-up basis to REB Encroachment Permit Unit including coordinating review by Headquarters Operations & Maintenance, Division of Engineering, the Field Divisions, Division of Environmental Services and others as appropriate, and develop a unified Department response to requests based on review comments.			

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	Agent shall maintain communication with property owners during the entire encroachment permit process, keeping supervisor updated of critical issues. Draft clear, concise and accurate correspondence, diary notes and other appropriate and required documentation including Encroachment Permits, Plan Review Notices, Agreements, and Memorandums of Settlement, requiring minimal revisions by supervisor.			
10%	Assist with preparation of materials to support the adoption of Resolutions of Necessity for either the California Water Commission or the Central Valley Flood Protection Board Prepare Joint Powers Agreements when necessary. Assist with the coordination and the preparation and filing of condemnation actions with the Office of the General Counsel and the Attorney General. This may include selecting witnesses, securing trial exhibits, gathering information, and other activities necessary for developing condemnation cases. Assist the Deputy Attorney General at trial when necessary.			
5%	May act for the Unit Manager in their absence.			
	OTHER RESPONSIBILITES This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as CalOES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department’s Administrative Orders.			
	DIVERSITY, EQUITY AND INCLUSION All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.			
	SPECIAL REQUIREMENTS Must be able to communicate effectively with all levels of staff, clients, and the general public and their attorneys. Provide quality customer service through responsiveness, innovation, competence, and teamwork.			
	Must possess a valid California driver's license when conducting State business that requires driving a vehicle. May require overnight stays. Unusual working conditions include out of town assignments, overnight travel, and working odd hours as necessary. Appropriate conduct must be demonstrated at all times, in the office, on travel status, or on field visits.			

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<i>Percent of Time</i>	<i>Activity</i>			
	The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position May need to possess a current Notary Public License, or obtain a Notary Public License within 90 days of starting employment with the Real Estate Branch. License securing and renewal fees are reimbursed to the employee upon agreement that the Notary Public License is only to be used for State business. FINANCIAL DISCLOSURE This position is covered in the Political Reform Act and requires financial disclosure within 30 days of the first and last day physically worked in a covered position and annually by April 1st.			

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Associate Right of Way Agent		DWR POSITION NUMBER 3240-4965-X9X	SAP POSITION NUMBER 50045378	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/REB/Acquisitions & Appraisals	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R01				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Jesus Cedeno Herrejon	SUPERVISOR'S CLASSIFICATION Senior Right of Way Agent (Supv)	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 10/19/2026	
<i>Percent of Time</i>	<i>Activity</i>			
35%	POSITION SUMMARY Under general direction of a Senior Right of Way Agent, the incumbent performs the more complex, difficult negotiations and utility relocations to secure all property rights necessary for the certification of projects. This position will primarily support Central Valley Flood Protection Board (CVFPB) projects and will oversee State Water Project (SWP) projects as well. As section workload changes, work in other Real Estate Branch units may be performed on a temporary basis. Water Code Sections 250 and 11580, for SWP purposes, and Section 8550, for CVFPB purposes, constitute the basic State statutes that authorize the Department of Water Resources (DWR) to acquire land and other property necessary in support of SWP and CVFPB programs. The acquisition, appraisal, negotiation, condemnation, utility relocation, property management, and encroachment permitting tasks of the Right of Way Agent classification series are necessary to support DWR's sanctioned SWP and CVFPB goals and objectives. ESSENTIAL FUNCTIONS This position requires that the incumbent work effectively and cooperatively with others, including the public and other governmental agencies, develop and maintain permanent records for all work completed, and maintain consistent and regular attendance. The specific essential duties are: Meet, present, and negotiate State's acquisition offers to other governmental agencies, railroads, public and private utilities, property owners, legal representatives, and lessees in accordance with statutes and laws affecting such activities with the goal of obtaining signed agreements which involves driving to and from the meeting sites. Explain property owner and lessee rights, including the Uniform Relocation Assistance Program and the Eminent Domain process which may require flying or driving during or off-work hours to various sites either by vehicle or via air travel to negotiate with and/or obtain information from any of the above listed entities and may be required to stay overnight. May involve driving a pick-up truck or other vehicle off road on rugged terrain to and from sites and or working in enclosed areas.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Jesus Cedeno Herrejon		SUPERVISOR'S SIGNATURE ➤		DATE
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Vacant		TBD	DOE/REB/Acquisitions & Appraisals	
Percent of Time	Activity			
25%	Consult with project managers, landowners, environmental scientists, the Geomatics Branch, and the Acquisition and Appraisal Section and others during feasibility, pre-design, and design phases to determine project boundaries, design information, environmental issues, and other factors affecting properties or property rights to be acquired. Locate and inventory public road and utility facilities requiring relocation to accommodate project construction. Prepare clear, concise and accurate correspondence and documents. Prepare and process signed contracts, agreements, entry permits, and other documents related to real property acquisition, including Memorandum of Settlement, escrow instructions, and warrant requests. Analyze title reports, consult with title company representatives and DWR legal staff, review legal descriptions, and right of way maps to determine the appropriate disposition of title exceptions. May be called upon to provide notary services to DWR personnel for processing documents, as needed.			
20%	Notarize land transfer documents in order to expedite the property rights acquisition process. Negotiations are often of a complex, difficult nature, and require the Agent negotiate in good faith to secure the necessary property rights. Perform Fair Market Value estimates for non-complex transactions with a total valuation equal to or less than \$5,000. Make presentations to the California Water Commission and prepare Joint Powers Agreements when necessary. Coordinate the preparation and filing of condemnation actions with the Office of the General Counsel and the Attorney General. This may include selecting witnesses, securing trial exhibits, gathering information, and other activities necessary for developing condemnation cases. Assist the Deputy Attorney General at trial when necessary. Lead Project Acquisition teams composed of other agents under the direction of a Senior Right of Way Agent. Assign work assignments and follow up on their completion progress. Help train and develop new REB staff on Department, Division, and Branch policies, procedures, and processes.			
15%	Complete work in conformance with Departmental standards related to the property management process; manage Department's non-operating properties through proper correspondence, calculations, deeds, contracts, leases, licenses and related documents. This may include assignments of Special Projects requiring Agent to facilitate more complex and sensitive CVFPB real estate transactions. May lead and direct the work of Right of Way Agents. Assist SWP Encroachment Permit functions on an as need and back-up basis to REB Encroachment Permit Unit including coordinating review by Headquarters Operations & Maintenance, Division of Engineering, the Field Divisions, Division of Environmental Services and others as appropriate, and develop a unified Department response to requests based on review comments. Agent shall maintain communication with property owners during the entire encroachment permit process, keeping supervisor updated of critical issues. Independently draft clear, concise and accurate correspondence, diary notes and other appropriate and required documentation including Encroachment Permits, Plan Review Notices, Agreements, and Memorandums of Settlement, requiring minimal revisions by supervisor.			
5%	May act for the Unit Manager in the Unit Manager's absence. May also be required to oversee the completion of Property Management and Encroachment Permit duties as assigned.			

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	OTHER RESPONSIBILITIES This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as CalOES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders. DIVERSITY, EQUITY AND INCLUSION All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. SPECIAL REQUIREMENTS Must be able to communicate effectively with all levels of staff, clients, and the general public and their attorneys. Provide quality customer service through responsiveness, innovation, competence, and teamwork. Must possess a valid California driver's license when conducting State business that requires driving a vehicle. May be required to travel on public roadways including traveling to remote areas. Travel on short notice and overnight lodging will be required and working odd hours as necessary on some trips. Appropriate conduct must be demonstrated at all times, in the office, on travel status, or on field visits. May need to possess a current Notary Public License or obtain a Notary Public License within 90 days of starting employment with the Real Estate Branch. License securing and renewal fees are reimbursed to the employee upon agreement that the Notary Public License is only to be used for State business. The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position. FINANCIAL DISCLOSURE This position is covered in the Political Reform Act and requires financial disclosure within 30 days of the first and last day physically worked in a covered position and annually by April 1st.			