



Supervising Right of Way Agent

Exam Code: 5PB15

Department: California High-Speed Rail Authority

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Supervising Right of Way Agent – \$7,897.00 - \$8,966.00 per month.

View the [classification specification](#) for the Supervising Right of Way Agent classification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Supervising Right of Way Agent

Either 1

Two years of experience in the California state service performing the duties of a Senior Right of Way Agent.

Or 2

Experience: Five years of [progressively responsible experience involving all major phases](#) of the acquisition of rights of way for governmental or public utility use, two years of which must have been in a full [supervisory or administrative capacity](#).

(Experience in the California state service applied toward this requirement must include at least two years performing the duties of a [class with a level of responsibility not less than Senior Right of Way Agent](#).) **and**

Education: [Equivalent to graduation from college](#). (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

Supervising Right of Way Agent

Under general direction, either (1) plans, organizes and directs all right of way work in a district and acts as the District Director's principal assistant; or (2) in large urban districts, supervises a major subdivision of the Right of Way Program and acts as the principal assistant to the Deputy District Director, Right of Way; or (3) in the Division of Right of Way, manages a major phase of the statewide Right of Way Program; acts as a departmental representative, or a staff specialist or consultant in a specific task force, complex project or research study.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Analytical methods and information sources which will be used to perform tasks such as appraisal report formulation and preparation.
2. Basic arithmetic, algebra, and geometry.
3. The development of replacement housing.
4. Organization and procedures of the Department of Transportation and transportation facilities construction and maintenance as related to rights of way.
5. Land development and investment practices.
6. Federal Highway Administration policies and procedures relative to right of way activities.
7. Laws, policies and procedures involving the concepts of transportation facilities and their impact on the community and the environment.
8. 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 metropolitan areas.
9. Principles of public administration, including personnel management, budgeting, and supervision.
10. Goals, objectives, policies, organization and procedures of the Department of Transportation as related to right of way in transportation facility construction and maintenance.
11. The social and economic impact of public improvements.
12. The Department's safety, health, and labor relations program objectives.
13. A supervisor's role in safety, health and labor relations and the processes available to meet these program objectives.
14. Principles of public administration including capital program, personnel management, program development, budgeting, and supervision.
15. Goals, objectives, policies, organization and procedures of the Department of Transportation as related to right of way activities.
16. General management principles and practices.
17. Management problem-solving methods.
18. Principles of policy development and formulation of principles and practices of disseminating public information.

Ability to:

1. Speak and write English clearly and effectively.
2. Read and understand English including engineering terminology and the quasi-legal terminology found, for example, in statutes relating to the California Department of Transportation and in the laws, policies, rules and regulations relating to the appraisal and acquisition of property for public purposes.
3. Common methods of describing real property.
4. State and Federal relocation assistance requirements.

5. Assemble and analyze data and be able to understand, for example, the factors involved in appraising property and the principles underlying the appraisal process.
6. The effect on property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, an encroachments.
7. Make accurate mathematical computations and calculations.
8. Reason quickly, logically, and creatively in unique and stressful situations.
9. Establish and maintain cooperative relationships with individuals contacted in the course of their work, an example of which is the ability to conduct successful right of way negotiations with the public and with representatives of other governmental organizations.
10. Follow directions and organize workload.
11. Lead and direct the work of others.
12. Make accurate real property appraisals, including the appraisal of complex parcels involving severance damages and benefits.
13. Make accurate real property appraisals, including the appraisal of complex parcels involving severance damages and benefits.
14. Manage, operate, maintain and coordinate clearance of rental properties acquired by the State.
15. Effectively coordinate and apply community and environmental concepts and guidelines to the Right of Way Program.
16. Conduct private and public sales, conduct complex negotiations, confer with attorneys.
17. Develop and prepare capital and support budgets.
18. Monitor project scheduling.
19. Coordinate right of way certification.
20. Prepare route estimates.
21. Develop and implement EDP systems.
22. Coordinate staff training and development activities.
23. Analyze complex situations accurately and adopt or recommend an effective course of action.
24. Plan, organize, direct and make decisions involving the work of Right of Way staff.
25. Effectively contribute to the Department's safety, health, and labor relations program objectives.
26. Plan, organize, and direct or make decisions involving the work of a large Right of Way Staff.
27. Develop program direction and concepts.
28. Establish and maintain liaison, communication, and a cooperative relationship on interdepartmental levels.

Special Personal Characteristics:

1. Require an interest in and aptitude for real property negotiations and appraisal work, sales ability and the ability to make effective oral presentations before the public, willingness to work at odd hours, and travel throughout the State.
2. Must demonstrate effective administrative ability.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list will be established by the California Department of Human Resources for the Supervising Right of Way Agent classification for:

California High-Speed Rail Authority

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be applied to the final score of competitors who are successful in this examination.

EXAMINATION INFORMATION

[Preview Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Take the online [Training and Experience Evaluation](#).

TESTING DEPARTMENTS

California High-Speed Rail Authority

CONTACT INFORMATION

Questions regarding this examination should be directed to:

The California Department of Human Resources Selection Division

1515 S Street, North Building, Suite 400

Sacramento, CA 95811-7258

1-866-844-8671

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this

bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.