

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Right of Way Agent	OFFICE/BRANCH/SECTION Right of Way and Land Surveys	
WORKING TITLE MMBI Right of Way Program Coordinator	POSITION NUMBER 913-400-4961-XXX	REVISION DATE 04/24/2024

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 Deputy Division Chief, Right of Way and Land Surveys, the incumbent is the subject matter expert and principal assistant of the Division Chief for supporting Headquarters and District Right of Way for the Middle-Mile Broadband Initiative (MMBI) Program. The incumbent serves as the departmental representative to facilitate and support the MMBI team on all Right of Way policy, guidance, template development, and liaison work related to the Districts right-of-way functions including the acquisition, real property services, and railroad tasks for the MMBI Program. Responsible for the coordination necessary to deliver the Right of Way components of MMBI projects, including coordination with other internal stakeholders to promote a consistent and collaborative approach to meet the MMBI Program goals, targets, and performance measures. The incumbent coordinates closely with Headquarters, North Region, and Districts and provides guidance and expertise on right-of-way activities to build broadband network infrastructure. The incumbent represents Caltrans to engage with internal and external stakeholders to assure transparency and to encourage engagement opportunities

CORE COMPETENCIES:

As a Supervising 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. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Integrity, Pride)
- **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. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity)
- **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. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation)

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TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Represents the Division of Right of Way in statewide, industry, and executive-level meetings for the Middle-Mile Broadband Initiative (MMBI) Program. Acts as the Right of Way subject matter expert to District project delivery functions to implement the MMBI Program. Facilitates, and provides technical guidance and implementation for the MMBI Program on all Right of Way policy, guidance, template development, and liaison work related to the Districts right-of-way functions including but not limited to the acquisition, real property services, and railroad tasks necessary to deliver MMBI projects.
30%	E	Manages and coordinates HQ functional units and Region/Districts activities regarding Right of Way procedures and guidelines for delivery of program objectives for the MMBI. Presents to executive staff and external partners on MMBI Right of Way matters. Entrusted with decision-making for Division MMBI matters, as the Division Chief's principal assistant on MMBI. Reviews project progress and makes recommendations to resolve Right of Way issues; makes or directs special studies and investigations or is responsible for special functions related to the MMBI Program.
25%	E	In collaboration with colleagues in other Divisions (Supervising Transportation Engineer and Supervising Environmental Planner), develops new processes, guidance, and improvements for meeting MMBI delivery that will be employed by statewide department practitioners. Track, monitor, and report progress toward the MMBI Program goals, targets, and performance measures. Tracks Right of Way deliverables internal and external stakeholders including the California Department of Technology, California Transportation Commission, FHWA, Federal/State Land Agencies and Railroads.
10%	M	Independently prepare issue papers, reports, legislative analysis, responds to administrative referrals, fact sheets, and general correspondence. Reports out to statewide Executive Level Management. Initiate contacts with other functions, external agencies and stakeholders, and the general public, and/or respond in the furtherance of project delivery needs. Participate on special task forces and studies, and provide expertise for selection of consultants by the Region/Districts.

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 supervision is required for this position. This position serves in a specialist capacity with no direct supervision and exercises guidance over staff statewide who have been assigned to support and work on various broadband tasks. A highly technical and multi-disciplinary professional and administrative staff will be assigned as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Must have thorough knowledge of Caltrans' organizational structure, departmental policies and procedures. Must have knowledge of the department's Project Delivery Program, experience in Right of Way functions including airspace and acquisition as well as knowledge of the policies, procedures, standards, and applicable federal and state laws and regulations. A detailed knowledge of organizational relationships and functions, both internal and external, that pertain to the planning, design, construction, operation, and maintenance of transportation facilities is desired; Department's affirmative action and labor relations objectives; a manager's role in safety, health, affirmative action and labor relations and the processes available to meet these program objectives.

Abilities and Analytical Requirements: Based on experience and expertise, must be able to act independently and exercise good, professional judgment to prioritize issues, develop and recommend appropriate policies and actions, and work closely with staff outside of the division to be able to complete prioritized workload. Must be creative and innovative, have the ability to examine existing processes and outcomes, identify deficiencies, and develop improvements to achieve program goals. In response to requests from Department executive management, Agency, and the California State Legislature, the incumbent must be able to quickly and accurately assimilate technical and procedural input from various sources, evaluate input, develop alternative courses of actions, and make objective recommendations on all issues relating to the MMBI. It is imperative that the incumbent has demonstrated ability to inspire teamwork, coordination, and creativity in others. Must be effective in communication with top departmental management, industry representatives, Federal, State and local agencies, and the general public.

Coordinate work, give instructions, and handle difficult problems in connection with the direction of the work of other Right of Way agents; as a representative of headquarters, confer with staff in districts and others relative to the details of work planned or performed in a district; make special reports and investigations; develop and recommend changes in policies, programs,

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standards and concepts. Prepare correspondence and complete, comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's safety, health, affirmative action and labor relations objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for independent action and decisions in all efforts relating to project delivery. Inadequate consideration of all relevant factors could result in inefficient use of public funds as well as a loss of credibility with public agencies and the general public. Incumbent must be capable of sound judgment and decision-making. Consequences could be increased liability, non-uniform policy interpretation, and unanticipated damage to the highway system and increased risk of jeopardizing the safety of the traveling public. Funding for the MMBI could be jeopardized if program requirements and/or commitments under the purview of this office are not met by the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent must interface and maintain continuing close contact and cooperative working relationships with Districts, Region, and Headquarters personnel, management and executive staff. Contacts will involve formal and informal communications with Deputy Directors, Division Chiefs, senior managers and program staff. Collaboration with other Headquarters Executive Management and District staff will be required.

Establishment of close contacts and working relationships with outside agencies and organizations is also essential.

Incumbent will have frequent contact and must effectively communicate with representatives of local, regional, State, and Federal agencies. External contacts may also involve formal and informal communications with oversight agencies, such as, Department of Finance, Governor's Office, California Department of Technology, California State Transportation Agency, representatives of the State legislature, other stakeholders, and industry representatives on broadband network issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires periodic travel to the districts, an excellent state of mind, and the ability to make clear, timely judgments under pressure. It also requires teamwork to openly discuss issues and reach consensus. The position requires the ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Incumbent must be able to develop and maintain cooperative working relationships. Incumbent must value cultural diversity and other individual differences in the workforce; be tactful and treat others with respect.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled environment under artificial lighting. The use of a desktop computer is essential. 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. Some project field reviews will require the incumbent to work outside of the office along our state highways or other project sites for short periods of time.

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. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
