

**POSITION DUTY STATEMENT**

PM-0924 (REV 06/2019)

CLASSIFICATION TITLE Sup Right of Way Agent	OFFICE/BRANCH/SECTION 04/RW/Appraisals, Estimating, Property Mgmt, Excess Lands	
WORKING TITLE District Office Chief	POSITION NUMBER 904-402-4961	EFFECTIVE DATE 08/05/2020

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:** (PROVIDE A BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVER'S LICENSE.) \*RED TEXT ONLY APPEARS ON THE SCREEN

Under the direction of the Deputy District Director, Right of Way, incumbent serves as the Office Chief for the Office of Appraisals, Estimating and Property Management and Excess Land Services which includes the following functional areas: appraisals, route estimating, cost estimating, relocation assistance valuations, property management and excess land sales. Incumbent is responsible for the planning, coordination, direction, guidance and supervision of the activities of these functions and the staff assigned thereto.

Incumbent serves as the principal assistant to the Deputy District Director, Right of Way in all matters relating to these functions and assures that all activities are conducted efficiently and effectively, are properly scheduled to meet the District's delivery goals and are conducted in accordance with applicable state and federal laws and regulations, the rules and regulations of the California Transportation Commission and the policies and procedures of the Department.

Incumbent is expected to demonstrate a high degree of independence of action.

**CORE COMPETENCIES:** (CLICK ON THE "VIEW COMPETENCIES" BUTTON TO SELECT CORE COMPETENCIES, GOALS, AND VALUES. AFTER SELECTIONS HAVE BEEN MADE, THEY WILL BE MERGED INTO THIS SECTION.)

View Competencies

As a Sup Right of Way Agent, the incumbent is expected to develop 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, and Goals.

- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Organizational Excellence - Commitment)
- **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. (Stewardship and Efficiency - Teamwork)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety and Health, Organizational Excellence - Integrity, Innovation)
- **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. (Safety and Health, Organizational Excellence - Integrity)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Stewardship and Efficiency, System Performance - Teamwork, Innovation)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (System Performance, Organizational Excellence - Commitment, Teamwork)

**TYPICAL DUTIES:**

Percentage Job Description (PROVIDE A DESCRIPTION OF DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. TO ADD ADDITIONAL LINES OF DUTIES WITH DIFFERENT PERCENTAGES, CLICK ON THE "+" BUTTON.) \*RED TEXT ONLY APPEARS ON THE SCREEN

Essential (E)/Marginal (M)<sup>1</sup>

30%	E	Responsible for direction of staff and supervision of senior staff engaged in all excess land related activities required for delivery of the District's various programs.	+ -
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25%	E	Responsible for direction staff and supervision of senior staff engaged in all appraisal, route estimating, cost estimating, and relocation assistance valuation related activities required for delivery of the District's various programs.	+ -
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**ADA Notice**

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20%	E	Responsible for direction staff and supervision of senior staff engaged in all property management and demolition and clearance related activities required for delivery of the District's various programs.	<input type="checkbox"/>
10%	E	Responsible for direction, guidance and supervision of senior staff engaged in, and is personally directly involved in, task force, functional council activities, special study groups, consultant selection panels and various District committees and special assignments all relating to Right of Way programs and activities	<input type="checkbox"/>
5%	E	Responsible for such other work as may be required or directed, including performance of some of the duties of the Deputy District Director, Right of Way in his/her absence.	<input type="checkbox"/>
5%	E	Special assignments - Responsible for reviewing Inter Governmental Review circulations and Construct Contract Acceptance concurrences. Responsible for Customer Service Request responses and Right of Way Website customer service request responses.	<input type="checkbox"/>
5%	M	Assists Deputy District Director of Right of Way with research, special projects, and attendance at public meetings. Travel throughout the State is required. Participation in various conferences, Functional Council meetings, seminars and meetings is expected.	<input type="checkbox"/>

<sup>1</sup>ESSENTIAL 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**

Incumbent will directly supervise Senior level Right of Way Agents and indirectly supervise as a second level supervisor, Range "A", Range "B" and Associate level Right of Way Agents and various classifications of support staff for technical and administrative matters. Incumbent is responsible for providing direction and guidance, establishing work priorities and performance goals, scheduling work, reviewing progress reports and monitoring resources to produce optimum results in an efficient and effective manner.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Incumbent is expected to have the knowledge, skills and abilities identified in the specifications for the Supervising Right of Way Agent classification together with a working knowledge of the processes and procedures involved with project management.

Incumbent must have extensive, detailed knowledge and understanding of the principles of land economics, appraisal practices, general real estate concepts and practices, terminology and principles employed in legal work associated with assigned functional areas and current social, political, economic and scientific developments and trends related to right of way work in general.

Incumbent must have detailed, comprehensive knowledge and understanding of, and an ability to apply, laws and regulations relating to right of way activities, the ability to assemble and analyze complex data, make mathematical computations establish and maintain cooperative relations with individuals contacted in the course of work, the ability to write clearly and effectively, conduct and participate in public meeting and work with staff of local public agencies, contractors, consultants, public officials, elected representatives, members of the Judiciary, property and occupants and the general public, often in tense, confrontational situations, in a calm, professional and effective manner.

In addition, incumbent must be able to simultaneously handle a variety of complex situations and transactions, adopt existing methods and procedures to new situations and creatively develop solutions for problems where no solution presently exists, often with limited available time.

Incumbent must be able to review, analyze and interpret cooperative agreements, contracts, appraisals, report, maps and drawings, various engineering drawings and documents, proposals and pending conveyances and prepare well thought out and developed recommendations for District management, including participation in discussions and meetings related to the more complex and/or controversial technical assumptions an/or issues.

In addition, incumbent must have a practical working knowledge of and ability to efficiently and effectively use the various management and reporting systems used in connection with assigned functional responsibilities employed by the Department. Incumbent must have knowledge of principles of public administration including capital program personnel management, program development, budgeting, and supervision; goals, objectives, policies, organization and procedures of the Department as related to right of way activities; general management principles and practices; management problem-solving methods; principles of policy development and formulation of principles and practices of dissemination public information; the Department's safety, health, equal employment opportunity and labor relations program objectives; a supervisor's role in safety, health, equal

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employment opportunity and labor relations and the processes available to meet these program objectives.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

As an Office Chief, incumbent is responsible for all actions, decisions and consequences inherent in planning, organizing, directing and controlling all functions and activities of the Office. The position requires a high degree of responsibility for decisions and actions, often with minimal involvement from the Deputy District Director, Right of Way. Typically only the most sensitive, controversial or highly technical decisions are reviewed at a higher level prior to implementation.

Poor decisions, judgment or recommendations could result in costly lawsuits, project delays, loss of funding and/or federal reimbursement, increased costs, federal sanctions and/or penalties for the Department and /or local public agencies and negative reaction and criticism from local public agencies, consultants, contractors, property owners and occupants, public officials and the general public.

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### PUBLIC AND INTERNAL CONTACTS

Incumbent has extensive contact with, and will participate in or conduct meetings with, staff within the Department and other State agencies, staff or various local public agencies, contractors and consultants, the Federal Highway Administration and other federal agencies, professional organizations, property owners and occupants, public officials and the general public, often in tense, confrontational situations. Incumbent must be able to establish and maintain good relations with all such contacts.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements include sitting for long periods of time, using a keyboard and display terminal, bending, stooping, kneeling and lifting, field inspections of properties and projects which may expose incumbent to dust, dirt, uneven ground and traffic and operation of a motor vehicle to and from various work assignment locations. Occasional overnight travel outside of the District may be required.

Mental requirements include sustained mental activity needed for the smooth flow and operation of the office, the ability to remain flexible, effectively handle ever changing work load priorities and workload fluctuations and maintain sustained, focused attention to detailed, complex assignments in a busy, stressful environment.

Emotional requirements include contact with property owners and occupants, staff of local public agencies, contractors, consultants, public officials, co-workers and staff of other state and federal agencies, often is stressful situations.

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### WORK ENVIRONMENT

Incumbent will be located in a high-rise, climate controlled office building under artificial lighting in the central business district of a dense urban area. The assigned work space will generally be a private office within an open floor plan, cubicle type office environment.

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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)

RESHAM HADDOX

EMPLOYEE (Signature)



Digitally signed by Resham Haddox  
Date: 2020.11.02 10:28:26 -08'00'

DATE

11/02/2020

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE