

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION 52/Right of Way/Strategic Innovation
WORKING TITLE Right of Way Data Liaison	POSITION NUMBER 913-400-4962-911
	REVISION DATE 08/23/2024

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 direction of the Chief, Right of Way Office of Strategic Innovation, manages information technology and acts as the single focal point for IT issues for the Right of Way side of the Division. Includes information systems development, implementation, planning, and maintenance for hardware and software issues. Coordinates and performs analysis and prepares reports and proposals on Right of Way information systems issues and provides staff assistance to Right of Way Management on program and policy development. Leads efforts to research and deploy new technologies, ensuring integration with existing Caltrans systems.

**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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Integrity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
35% E	Project Manager for enhancement of the Right of Way Management Information System (ROWMIS). Responsible for planning and management, quality deliverables, upgrades, and changes or replacement of information systems

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20%	E	Works cooperatively to provide expert assistance, consultation and technical support to district Right of Way managers and staff on the application of information systems in relation to Right of Way functions. Acts as a subject matter expert and liaises with subject matter experts for appraisal, acquisition, railroad, property management, utility relocation and other right of way functions. Develops manuals and guidance for information systems. Develops and provides technical training on information systems.
15%	E	Serves as statewide information system administrator to provide liaison support to the Information Technology (IT) team assigned to Right of Way systems. Helps set priority for deployment of systems upgrades and enhancements.
10%	E	Provides staff with technical assistance on systems. Develops and/or coordinates development of applications to enhance productivity of current data collection systems. Coordinates planning and management and project coordination functions with information system needs.
5%	E	Acts as support to the Publications Manager for 5% E Division web pages.
5%	E	Assists management in developing long range technology plans, budgets, and systems integrations for statewide applications in relation to Right of Way, Right of Way Engineering and Land Surveys functions.
5%	E	Reviews and evaluates all new computer systems related issues involving the Right of Way program and represents Right of Way as required to internal and external technology related offices. Works to stay informed on current technology through self directed research and participation in the industry.
5%	M	Represents Right of Way on the Technical Advisory Panel (TAP) to promote and develop research projects. Coordinates with the Land Surveys TAP representative, participates in Program Steering Committees to identify research projects, collaborates with other departmental programs to develop and implement project plans and provide reports and presentations on TAP issues.

<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**

This position does not directly supervise. Incumbent may act as lead on specific tasks or projects, directing efforts of team members and will, from time to time, be expected to function as a team leader and/or facilitator over various teams involved in the tasks listed above.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

In addition, the incumbent should have a thorough knowledge of the philosophy and principles of quality management techniques, and have the ability to clearly communicate and make clear and effective recommendations to management and others, participate on and provide leadership to interdisciplinary teams, instruct, prepare, and guide staff in developing and expanding their potential capabilities, and to be attentive to the needs of others.

Must have the ability to analyze data, identify and solve problems, reason logically and draw valid conclusions. Should have a knowledge of project management techniques, Right of Way processes, Microsoft Office, database theory and practice, website management, and an ability to learn new applications.

The tasks performed by the Senior Right of Way Agent are complex, detailed, and varied. The work requires the incumbent to be innovative and creative because of the complex nature of the material.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for independent development of recommendations to management on a full range of issues relating to staff technology issues. These actions are in direct support of the continuous improvement of Right of Way and project delivery in the Department, a critical need and high priority among the Department's executive management, the California Legislature and the California Transportation Commission. Poor decisions may result in the lost opportunity of Caltrans to improve Right of Way processes and systems.

**PUBLIC AND INTERNAL CONTACTS**

Internal contacts will be made throughout the Department at all levels and with all programs responsible to the Deputy Director for Project Delivery.

External contacts include those with the Legislative Analyst's Office, other State agencies, participants in the information technology field, local transportation agencies, local government offices, consultants in the right of way field and professional groups on a statewide basis.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The tasks performed by the Supervising Right of Way Agent are complex, detailed and varied requiring independence of action and decision- making.

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### WORK ENVIRONMENT

While at your base of operation, you will work in a climate-controlled office between 64 and 84 degrees under artificial lighting. Some travel is required.

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.)

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.

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE