

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION Div. of RWLS, Office of Utilities and Railroad	
WORKING TITLE Utilities & Railroad Senior Liaison	POSITION NUMBER 913-400-4962-911	REVISION DATE 07/15/2024

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 Railroad Coordination and Utility Relocation, the Senior Right of Way Agent is responsible for overseeing, coordinating and ensuring all project delivery activity associated with Railroad property where it intersects, or is adjacent to Caltrans' right of way, including but not restricted to acquisition, condemnation, construction and maintenance agreements, service contracts, California's Public Utility Commission (CPUC) approval and project certification. The Senior Right of Way Agent also provides assistance to District Offices, Right of Way staff for all matters concerning utility relocation. The Senior Right of Way Agent will provide management-level leadership and guidance in the mission and vision of the department, coordinate and improve cooperation with internal and external stakeholders, work with public agency partners, guide Associate Right of Way Agents in their role in the areas of Railroads and Utilities. The Senior will need familiarity with the standards, policies and procedures on matters pertaining to the utility relocation and railroad coordination functions.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - Pride)
- **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. (Advance Equity and Livability in all Communities - Equity)
- **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. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Advance Equity and Livability in all Communities - Integrity)
- **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. (Advance Equity and Livability in all Communities - Engagement)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Lead Climate Action - Innovation)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence - Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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30%	E	Advise district staff, managers, utility owners and railroad owner representatives on related policy and law. The Senior Right of Way Agent will work with utility companies, railroad companies, Federal Highway Administration (FHWA), California Public Utilities Commission (CPUC), Legal, Audits, Accounting, and other Caltrans divisions statewide. Liaison must stay up to date on developments in state and federal law concerning railroad and utility issues and disseminate changes in legal requirements to internal and external stakeholders.
20%	E	Conducts Quality Enhancement Joint Reviews for the district railroad and utility functions to ensure practices are in compliance with established policies and procedures. Leads or participates in Region/District evaluations, delegation evaluations, review of project certifications, and other various oversight activities.
15%	E	While performing the duties of a Railroad Liaison, the Senior Right of Way Agent assists Regions/Districts in negotiations and often negotiates directly with railroad companies concerning agreements and recommends approval of agreements to the Office Chief. The Senior Right of Way Agent also aids Regions/Districts with railroad agreements and travels on assignment to conduct state business. The incumbent will also review agreements, recommend improvements, provides training and coaching on agreements, and monitors the progress of agreements to completion.
15%	E	When working in the Utility Reviewer capacity, the Senior Right of Way Agent is tasked with reviewing cooperative agreements dealing with utilities and recommends change when needed; serves as a liaison to utility companies on compliance with the Buy America initiative; travels on assignment to districts to aid in training, provide input on projects, and ensures compliance with Department policies. Additionally, the Senior Right of Way Agent reviews agreements, recommends improvements, provides training and coaching on agreements, and monitors progress of agreements to completion. At times, the Senior Right of Way Agent may assist Regions/Districts in negotiations and occasionally negotiates directly with utility companies concerning agreements and recommends approval of agreements to the Office Chief.
15%	E	The Senior Right of Way Agent will write policy and procedure for the railroad and utility functions, including instructional memoranda, Reference Files, informational material, training material, and other items necessary to conduct business throughout the state; Reviews proposed legislation, provides analysis and writes comments and recommendations for the Division of Right of Way and Land Surveys (Division) concerning legislative items.
5%	M	Liaison assists the districts in planning efforts, costs estimates, and stakeholder management to ensure the business of the Division is conducted in the most economical way as it conforms to State and Federal law and policy.

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

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

The incumbent must possess the ability to review, analyze and interpret laws, regulations, reports, maps, contracts, proposals, engineering drawings, and data related to all Right of Way functions associated with railroad activities and to prepare recommendations for management. The incumbent must also possess the ability to ascertain what is needed, resolve problems, deal with the unexpected on a day-to-day basis, and from continual analysis provide guidance to reach decisions regarding goals and milestones.

The incumbent must have a thorough knowledge of the following: Right of Way policy and procedures; Federal and State laws and guidelines applicable to the Right of Way process; Departmental Budgetary Process and State Transportation Improvement Program Development Cycle; Federal-aid and Local Agency Funding.

The incumbent must have a thorough knowledge of Federal Highway Administration policies and procedures, the scheduling of projects, procedures involving railroad issues, ability to determine type of railroad involvement, knowledge of various types of contracts and agreements. The individual must also possess the ability to identify technical and politically sensitive issues and the ability to resolve these issues to the satisfaction of the Region, District, partners and staff.

The Liaison must have knowledge of state and federal laws, policies, and procedures, which deal with the functions of Railroad

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coordination. A general knowledge of the Department's project development and R/W acquisition processes is required. 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.

Additionally, the incumbent must have the ability to plan, organize and manage their own workload; analyze situations accurately and adopt effective course of action; communicate effectively both in writing and orally; develop guidelines and implement new programs; and gain the confidence of and work effectively with other District staff.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions involve the appropriate and/or legal use of transportation funds for railroad coordination on state and federal projects. An improper decision will cause inappropriate expenditure of public funds or may result in a loss of federal funds. Large sums are involved with individual transactions frequently exceeding \$1 million and an annual program of +/- \$50 million. Liaisons are empowered to manage their workload, schedule, and travel with appropriate communication with their supervisor.

PUBLIC AND INTERNAL CONTACTS

There are very frequent internal contacts with personnel from all divisions within Project Development. In addition, there are frequent contacts with staff members and managers from Rail, Legal, Accounting, Audits, Information Technology, and Permits. Occasionally, contacts with other Department personnel are required. Contacts with people outside the Department include FHWA staff, CPUC Staff, legislative analyst's staff, railroad company representatives, utility owner representatives, and occasionally a member of the general public. From time to time, functional specialists from other states call or write to the incumbent. It is imperative that the incumbent establishes and maintains effective working relationships with those they are in communication with. Excellent verbal and written skills are of primary importance.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The tasks performed by the Senior Right of Way Agent are complex, detailed and varied requiring independence of action and decision-making; must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice; must value cultural diversity and other individual differences in the workforce; behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service; must have the ability to resolve conflicts in a reasonable and diplomatic manner; must be able to develop and maintain cooperative working relationships. Employee may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

Travel may be 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.)

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