

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Right of Way Agent	OFFICE/BRANCH/SECTION District 8/ Right of Way and Land Surveys	
WORKING TITLE Supervising Right of Way Agent	POSITION NUMBER 908-400-4961-XXX	REVISION DATE

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 District 8 Deputy District Director for the Division of Right of Way and Land Surveys, the Supervising Right of Way Agent is responsible for the supervision of a team of professional and technical staff to achieve the most effective use of resources for Right of Way Local Programs for San Bernardino and Riverside counties, Real Property Services, Airspace Leasing Excess Lands, Right of Way Administrative Unit. This position provides leadership and direction in establishing goals and objectives and sets the tone for professional and ethical conduct.

**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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Strengthen Stewardship and Drive Efficiency - 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 - Engagement)
- **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 - Engagement)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Strengthen Stewardship and Drive Efficiency - 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. (Strengthen Stewardship and Drive Efficiency - Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

25%	E	Local Programs - Planning, and directing the Right of Way Oversight or reimbursed work for both San Bernardino County Transportation Authority (SBCTA) and Riverside County Transportation Authority (RCTC) along with all the Local Agencies in the San Bernardino and Riverside Counties. Organizes and directs a team 2 Senior Specialists to maintain the Right of Way schedule and the delivery of local projects to assure they meet the project delivery schedule within the rules, laws, and guidelines established for transportation projects on the State Highway System. Directs the team for oversight of Condemnation activities, interacts with Local Agencies for the proper possession of required property rights. This position serves as a primary point of contact with HQ Right of Way Local Programs in these areas.
25%	E	Real Property Services - Planning, organizing and directing the management of all properties held for future transportation projects, employee housing and demolition and clearance of structures prior to the start of construction. Management includes maintaining an inventory of State owned properties, inspecting, establishing tenancy, collecting rents, arranging for property maintenance and terminating tenancies. Organizes and directs the team through team leaders who are responsible for rental or lease of privately owned properties for the Department's use of as a temporary field facility. Required to work with other Divisions in the District to establish Right of Way boundaries for the proper coordination of clearing debris, weed abatement and clearing of Homeless encampments. Develop, implement and monitor the workload distribution, priorities, allocations, expenditures for professional and ethical conduct.
25%	E	Excess Land Planning, Organizing and directing the Excess land inventory, Excess land sales, Excess land Appraisals and the decertification of right of way, management of properties required for future transportation projects, overseeing the inspections of properties, offering Excess parcel to local and State agencies. Oversee the the sales of properties for submittal to the California Transportation Commission (CTC). Responsible for effective written and verbal communication skills with all District Divisions, HQ Right of Way CTC liaison, in order to meet deadlines and successfully complete all required documentation for submission to the CTC. The incumbent must elevate delays to the District Deputy Director for the Division of Right of Way and Land Surveys mitigate risk of CTC approval.
15%	E	Review programs, policies, processes and special problems at the request of the Deputy District Director for the Division of Right of Way and Land Surveys, recommends and implement solutions. Coordinate with HQ Right of Way to insure adherence to Federal and State law, accepted standards, policies and scheduled.
10%	M	Assists Deputy District Director of Right of Way and Land Surveys 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.

<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 directly supervises a staff of Senior Right of Way Agents, Associate Right of Way Agents, Right of Way Agents and support staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The ability to reason logically and creatively and use a variety of techniques to productively resolve problems relating to functions supervised; present ideas and information effectively, write/review, edit complex written reports; establish functions supervised; present ideas and information effectively, write/review, edit complex written reports; establish project priorities, and maintains schedules. The ability to maintain liaison, communication, and cooperative relationship on interdepartmental levels, make effective oral presentations and speeches at meetings, hearings, and public functions.

Requires a thorough knowledge of the State and Departmental policies and procedures. Knowledge of State and Federal laws, rules and regulations, real estate laws and principles, real estate financing, and guidelines pertaining to acquiring property for public use. principles of appraisals, property management, property clearing, disposal of real property for public use and real property law. Knowledge of all the factors affecting the value of property, the costs of construction, the economic trends within the districts, health and safety requirement and labor relations programs.

Possess general knowledge of the principles of public administration including capital program, personnel management, program development, budgeting, and supervision. The ability to develop program goals, objectives, policies, organization and procedures of the Department of Transportation as related to Right of Way activities. Possess general management principles and practices; management problem-solving methods; principles of policy development and formulation of principles and practices of disseminating public information. Knowledge of Right of Way Engineering; property values and the effect of economic trends

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## POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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upon value and price and on the cost of construction of the improvements with particular reference to metropolitan area, condemnation and real property law, rules and regulations pertaining to excess land sales. Knowledge of effects of property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvements, assessments, easements and encroachments, common methods of describing real property, policies, procedures and functions of the California Transportation Commission. Knowledge of various types of transportation improvements and their social and economic effect on properties and communities.

Requires knowledge of analytical and problem-solving aptitudes, and a highly developed ability to exercise wise professional judgment in sensitive matters. Must be able to analyze highly complex and sensitive matters. Must be able to analyze highly complex and sensitive situations of technical and political natures and arrive at workable solutions while maintaining Department and District goals and credibility, positive relationships with headquarters, other Districts, the Federal Highway Administration, other governmental bodies and the public.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to properly plan, organize and direct the team would result in failure to meet project commitments through the lack of capital, personnel, other support, or lead-time. Such failure could result in the loss of projects to the District, State and Local Agencies and accompanying loss of significant State, Local Agency and Federal funds.

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### PUBLIC AND INTERNAL CONTACTS

This position requires daily contact with headquarters functional area reviewers. District Right of Way functional area personnel, Division of Right of Way, local government entities, County and City officials, Federal Highway Administration and other public agencies. These contacts will be verbal or written, as needed to perform assignments. Frequent contacts and close liaison is needed to assure program requirements are being met at all levels.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The physical demands described herein represent those that must be met by the incumbent to successfully perform the essential functions of this position.

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Possess the ability to move up to 20 lbs.

The incumbent will be required to travel to various remote locations in single durations (up to 6 hours), and to attend meetings and events throughout the State.

The incumbent is required to review, comment and present written documents and materials.

The incumbent must have the ability to sustain the mental activity needed for report writing, auditing, problem solving, analysis and reasoning.

The incumbent must possess the ability to focus on single tasks, as well as multi-tasks when necessary.

The incumbent must be able to sustain mental activity to write technical reports, resolve politically sensitive issues, manage diverse right of way issues, and deal with a large number of complex problems simultaneously.

The incumbent must be able to maintain emotional control during conflicts.

The incumbent must be able to develop and maintain cooperation working relations, respond appropriately to difficult situations, recognize emotionally charges issues or problems and perform appropriately.

Must be composed and articulate in meetings and in telephone conversations. Must be able to respond to changing work priorities.

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### WORK ENVIRONMENT

While at their base of their operation, employees will work in a climate-controlled office under artificial lighting. They will use a keyboard and a video monitor for long periods of time, as well as a telephone. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold.

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. Possession of a valid California drivers license is required.

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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.)

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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