

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Right of Way Agent	OFFICE/BRANCH/SECTION District 52 - Division of Right of Way and Land Surveys	
WORKING TITLE Office Chief, Real Property Services	POSITION NUMBER 913-400-4961-911	REVISION DATE 06/10/2024

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 Principal Right of Way Agent, Division of Right of Way and Land Surveys, the Real Property Services (RPS) Office Chief manages Headquarters (HQ) RPS staff providing guidance and assistance to the HQ Right of Way program and Region/District Right of Way Divisions, and is responsible, for the management, efficiency, and effectiveness of the Airspace, Excess Lands, Property Management, Demolition and Clearance, and Wireless Communications functions, with a specific focus on emergent issues related to new legislation, clean energy connectivity projects in the state's right of way, and responding to emergency situations involving the State's Real Property Services.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (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)
- **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 - Engagement)
- **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 - Equity)
- **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 - Engagement)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Cultivate Excellence - 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 - Engagement)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Cultivate Excellence - Pride)
- **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. (Cultivate Excellence - Engagement, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
20% E	Manage the statewide Property Management program: responsible for developing, communicating, and maintaining effective guidance and policy; oversight of Region/District performance; providing assistance to Region/District staff; coordination with other functions and Divisions within the Department and external stakeholders including but not limited to the California Transportation Commission (CTC) and local agencies.

ADA Notice

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20%	E	Manage the statewide Excess Lands program: responsible for developing, communicating, and maintaining effective guidance and policy; oversight of Region/District performance; providing assistance to Region/District staff; coordination with other functions and Divisions within the Department and external stakeholders including but not limited to CTC and local agencies.
20%	E	Manage the statewide Airspace and Wireless Communications program: responsible for developing, communicating, and maintaining effective guidance and policy; oversight of Region/District performance; providing assistance to Region/District staff; coordination with other functions and Divisions within the Department and external stakeholders including but not limited to CTC and local agencies. Focuses on emergent issues related to new legislation, clean energy connectivity projects in the state's right of way, and responding to emergency situations involving the State's Real Property Services.
15%	E	Manage/supervise the staff of the Office of Real Property Services. Provide general direction on, and hold staff accountable for timely and accurate completion of work assignments. Mentor, coach, and develop staff.
15%	E	Manage the statewide demolition program: responsible for developing, communicating, and maintaining effective guidance and policy; oversight of Region/District performance; providing assistance to Region/District staff; coordination with other functions and Divisions within the Department and external stakeholders including but not limited to CTC and local agencies.
10%	M	Actively participate on Right of Way Management Board, cross-functional teams, functional councils and special projects. May act for Assistant Division Chief or Division Chief on occasion.

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

The Office Chief will directly manage the activities of professional staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent should have a thorough knowledge of policies and directives of federal, state and local agencies, as well as federal and state legislation, with a particular focus on emerging issues related to new legislation and clean energy connectivity projects in the State's right of way. Required to demonstrate a broad knowledge of general management principles and to ensure that the staff has the requisite mastery of the applicable portions of policies, directives, and legislation in accordance with the duties assigned to them. Must be an effective communicator and leader who can get cross-program management and top management support in achieving program goals, objectives and delivery.

Excellent supervisory skills and experience are necessary to provide guidance, coaching and focus for a highly skilled and experienced professional staff.

The incumbent must be able to exercise good judgment in developing problem solving strategies and directing others. The ability to deftly respond to an array of potential emergency-related issues in the State's right of way is also a necessity. The Office Chief's ability to communicate effectively, both orally and in written form, is essential.

Analytical:

The Supervising Right of Way Agent must be able to expand on the practical application of written policies, procedures, and standards. The Supervising Right of Way Agent must be able to lead the Department to adapt to new roles and organizational structures, manage with reduced resources using new technologies and processes, and interpret and guide the implementation of the Department's purpose, mission, vision, goals, and values.

The work and responsibilities of this position requires experience in working closely with transportation project development, programming, maintenance and construction. The incumbent must have the ability to assimilate and evaluate technical and procedural input from various sources and develop alternative courses of action and make objective recommendations in all issues relating to the affected statewide programs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Office Chief is responsible for the development and implementation of regulations and procedural guidelines in all areas of responsibility, accuracy of reports prepared, recommendations on proposals, and production of work characterized as professional in scope, quality, and timeliness.

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PUBLIC AND INTERNAL CONTACTS

Internal contacts will be made throughout Caltrans at all levels and with all Divisions responsible to the Deputy Director for Project Delivery, as well as other members of the Directorate as required for the performance of the duties assigned.

External contacts include those with the Legislative Analyst's Office and other State agencies, Federal Highway Administration (FHWA), the California Transportation Commission, the Airspace Advisory Committee, affected property lessees and tenants, counties and municipalities, and professional groups on a statewide basis.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

There are no special physical requirements for this position.

WORK ENVIRONMENT

The incumbent may be required to work outside and in the district offices. Travel throughout the State of California will be required, as well as the potential to attend seminars outside of California.

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.

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

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