

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION D8/Right of Way and Land Surveys/Project Coordination & P&M	
WORKING TITLE Senior Right of Way Agent	POSITION NUMBER 908-400-4962-004	REVISION DATE 07/09/2024

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 District 8 Supervising Right of Way Agent, the Senior 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 project delivery. This position provides leadership and direction in establishing goals and objectives and sets the tone for professional and ethical conduct.

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.

- **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. (Cultivate Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, 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. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **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. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - Engagement, Equity, Innovation, Integrity, Pride)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence - Engagement, Equity, Innovation, Integrity, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)

TYPICAL DUTIES:

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

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35%	E	<p>The incumbent is responsible for providing training and direction, establishing work priorities assigning projects, scheduling work, and monitoring resources and milestones to produce optimum results in an efficient and quantitative manner and review work on completion. Plan, direct, review and approve the work of Associate Right of Way Agents who perform project coordination, planning & management and estimating services. Plan, direct, review and approve the work of branch staff.</p> <p>Responsible for monitoring Right of Way Project Delivery schedules, maintaining current dates and Right of Way remarks on FileMaker Pro Workplan Status (WPS), Project Resource and Schedule Management (PRSM) system, and Right of Way Management Information System (ROWMIS). Participate in Project Development Team (PDT) meetings. Provide current Right of Way ((RW) project progress. With the assistance of the appropriate Branch Chiefs, negotiate work plans and agreements with Program/Project Management. Ensure all project identification information, capital programming information and RW estimates (Data Sheets) are correctly captured.</p> <p>Responsible for making recommendations regarding project delivery issues and initial project schedules to management, and coordinate changes with Project Managers. Recommend both total resource requirements and functional (organizational) placement of resources to management. Responsible for certification review and approval recommendation for all projects. Participate in regular and focus Right of Way Status meetings. Identify and resolve technical problems, issues, or conflicts raised by stakeholders that do not compromise project scope, schedule, and overall quality.</p> <p>Act as the initial and primary point of contact within the Division of Right of Way and Land Surveys on all Right of Way project related matters. These matters will include Right of Way's involvement in the initial scoping of a project at the Project Study Report (PSR) phase, right of way capital cost estimating at the PSR and the Project Report phases, Right of Way project scheduling and resource identification throughout the project development cycle, and general coordination between Project Manager and Right of Way on all project related functional matters.</p>
35%	E	<p>Responsible for providing support to project coordinators in aspects of Task Management and RW performance; monitoring deliverables, percentage complete of tasks, reporting, tracking production, managing schedules, performance analysis and monitoring workload resources in PRSM. Very accuracy of databases (PRSM, ROWMIS, and WPS). Oversee and provide recommendations for staffing needs of the Right of Way program based on projected workload and resource allocations. Develop and recommend Right of Way project delivery resource level to the Supervising Right of Way Agent and Deputy District Director of Right of Way.</p> <p>Supervise and direct staff regarding allocation, tracking/monitoring and review of the Capital Outlay Support (COS), Non-COS, and operating expenses (OE) budgets for Right of Way. Responsible for ensuring allocations and fund types are expended in accordance with policy, rules and regulations. Provide oversight to staff for completeness and accuracy for all tracking and reporting for source/charge expenditures including object codes, Expense Authorization (EA), Right of Way Management database systems and general reporting. Responsible for the maintenance of accurate information in the systems and reports used for analysis of production, staff costs, and overall project expenditures utilizing specialized tracking and statistical reports developed for dissemination to management and staff on a monthly, bimonthly, and annual basis to ensure compliance with resource allocations. Verify accuracy of databases (PRSM, ROWMIS, and RW Data Sheet Database).</p> <p>Track encumbrance updates and adjustments to ensure that payments are posted against proper fiscal year encumbrance. Develop and maintain spending plans with R/W management and project coordinators to provide specific direction for fiscal year allocations. Review coding of invoices for accuracy and certify availability of funds for payment. Approve Contracts (CT), Requests for Revolving Fund Checks (MGAX) and Requisitions (RQS) in Advantage. Participate in RW Status of Projects meetings and other project coordination meetings as needed. Communicate directly with Project Managers as required in support of other duties. Plans, directs, reviews and approves the work of Planning & Management R/W staff.</p> <p>Responsible for the development and negotiation of Right of Way's annual cross allocation plan, yearly capital fund estimate and spending plan, allocation requests for Project Change Requests (PCR) to the California Transportation Commission (CTC). Identify projects (capital and maintenance) requiring funding by fiscal year.</p>

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20%	E	Oversee and provide guidance in the preparation of Right of Way project estimates for all planning and preliminary engineering projects. Oversee and direct the preparation of the Right of Way element of all programming documents; Right of Way Data Sheets, and Right of Way Certifications. Provide assistance and support to the project coordinators with the Right of Way Project Development Teams, Pre-Status meetings and Status of Projects (SOP) meetings.
10%	M	Review programs, policies, processes, and special problems at the request of the Supervising Right of Way Agent and recommend and implement solutions. Attend senior meetings, attend training sessions and attend other meetings as needed. Responsible for general supervision and counseling of employees and answering public and internal inquiries.

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 directly supervises a unit of Associates Right of Way Agents, Right of Way Agents and support staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires knowledge of principles of public administration, budgeting and supervision: goals, objectives, policies, organization and procedures of the Department of Transportation 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 disseminating public information; and the Department safety, health, equal employment opportunities, and labor relations program objectives.

Must have a comprehensive knowledge of the Caltrans (capital) project delivery process and Right of Way's multiple activities and rolls in that process. Must know the roles and responsibilities of Project Managers, Project Engineers, the Project Management Control Branch, and functional managers. Must have a working knowledge of the Project Resource and Schedule Management (PRSM) tool used for project management efforts. Must have knowledge of the Federal and State laws and policies relating to the funding or programming of capital funds for project development. Must be able to analyze Right of Way work requests and translate them into resource requirements. Must be able to produce and interpret a variety of reports and provide the specific workload information to the DDD RW and Senior Project/Program Management.

This position requires the ability to: plan, organize and direct or make decisions involving the work of a team of Right of Way professionals; develop program direction and concepts; establish and maintain liaison, communication, and a cooperative relationship on interdepartmental levels; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations program objectives; reason logically and creatively using a variety of techniques to resolve property management problems, present ideas and information effectively; review and edit complex written reports; and establish project priorities and maintain schedules.

This position also requires a keen analytical and problem-solving aptitude and a highly developed ability to exercise wise, professional judgment in sensitive matters. Must be able to: analyze highly complex and sensitive situations of a technical and political nature and arrive at workable solutions, while maintaining Departmental goals and credibility; and maintain positive relationships with Headquarters, the Districts, Federal Highway Administration, other governmental agencies and the public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must make sound decisions on workload projects and assignments, balance work, recognize and recommend action on projects at risk, complete work in the most efficient and cost effective manner. Poor decisions may result in damaging external and internal relationships and may negatively impact programs and projects and thereby cost the District/Department funds, time, effort and reputation.

PUBLIC AND INTERNAL CONTACTS

Routine contact with the District's Project Managers, Project Engineers, the Program Management Control Branch, the Deputy District Directors and the District Right of Way Branch Chiefs and HQ Right of Way Section Chiefs. Contact with the public, public officials, consultants, and various district staff in the project development divisions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to handle emotionally charged situations in a calm manner, and resolve issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus, and develop and maintain cooperative working relationships. Individual must be able to work in an office environment which requires lengthy periods of time reading documents, inputting information to computer databases, and compiling reports. This is a deadline-oriented environment, and individual must be able to work with other agencies and stakeholders to meet a deadline. Must have the ability to multi-task, adapt to changes in

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priorities, and complete tasks or projects with short notice. Incumbent may at times, be required to travel in state. May be required to sit for long periods of time using a keyboard and video display terminal. Must possess the ability to lift, move and carry up to 35 pounds which could include files, boxes, laptops, projectors and cumbersome plans.

Must be able to give effective oral presentations to gatherings of various sizes and at various levels of the Department. Must be composed and articulate in meetings and in telephone conversations. Must grasp the essence of new information and master new technical and business knowledge.

Develop new insights into situations and applies innovative solutions to make organizational improvements. Create a work environment that encourages creative thinking and innovation. Create and sustain an organizational culture which encourages others to provide the quality of service essential to high performance.

Willing to take risks; initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage. Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships. Considering and responding appropriately to the needs, feelings and capabilities of different people in different situations; is tactful and treats others with respect. Value cultural diversity and other individual differences in the workforce. Ensure that the organization builds on these differences and that employees are treated in a fair and equitable manner.

WORK ENVIRONMENT

While at the base of the operation, will work in a climate-controlled office under artificial lighting using a keyboard and video monitor for long periods of time as well as a telephone. May 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' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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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