

POSITION DUTY STATEMENT

PM-0924 (REV 12/2020)

CLASSIFICATION TITLE Supervising Right of Way Agent	OFFICE/BRANCH/SECTION Division of Right of Way/District 7/Los Angeles	
WORKING TITLE Supervising Right of Way Agent - Appraisal / P&M	POSITION NUMBER 907-400-4961-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Principal Right of Way Agent, the Supervising R/W Agent plans, supervises, coordinates and directs District Right of Way branches in project delivery efforts. The Supervising R/W Agent will be responsible for various District Right of Way objectives and operations. The span of control will include the Right of Way District branches of Appraisals (Delivery and Non-Delivery), Project Coordination, Estimation, Planning and Management, Operations, and Title & Escrow.

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, 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. (Stewardship and Efficiency, System Performance, Organizational Excellence - Integrity, Commitment)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Stewardship and Efficiency, System Performance, Organizational Excellence - Integrity, Commitment)
- **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. (Stewardship and Efficiency, System Performance, Organizational Excellence - Integrity, Commitment)
- **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. (Stewardship and Efficiency, System Performance, Organizational Excellence - Integrity, Commitment)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Stewardship and Efficiency, System Performance, Organizational Excellence - Integrity, Commitment)
- **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. (Stewardship and Efficiency, System Performance, Organizational Excellence - Integrity, Commitment)
- **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. (Stewardship and Efficiency, System Performance, Organizational Excellence - Integrity, Commitment)
- **Conceptual Thinking**: Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Stewardship and Efficiency, System Performance - Integrity, Commitment)
- **Diagnostic Information Gathering**: Identify information needed to clarify a situation, seeking that information from appropriate sources. (Stewardship and Efficiency, System Performance, Organizational Excellence - Integrity, Commitment)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	For all programmed projects, oversee RW Project Coordination, Estimation, Appraisals, Operations, Title and Escrow, Planning and Management for District 7 as well as the R/W Capital Program. Provide supervision and leadership to District 7 Seniors and Staff in the delivery of right of way for District transportation projects. Embrace Project Management practices in all forms, including the use of risk management, task management, and quality management.

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40%	E	Work with District Project Managers to align schedules with staffing, ensure deliverable to R/W and identify workload imbalances.
10%	E	Interacts with Right of Way and Land Surveys District/Region Chiefs, District Directors, corporate program managers, the directorate; California State Transportation Agency, and other government and private industry representatives to obtain support in achieving program goals.
10%	M	Serves as the Right of Way and Land Surveys Acting Principal Right of Way Agent during their absence. Serves as a member of the Right of Way Management Board.

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 staff of Senior Right of Way Agents, Associate Right of Way Agents, Right of Way Agents and administrative 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. Knowledge of principles of appraisals, condemnation, relocation assistance, 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 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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment can adversely affect decision-making, project delivery, and compliance with laws, regulations, and guidelines. They can also result in adverse publicity, individual or class action lawsuits against the Department, loss of Federal funds and decreased Regional productivity. Failure to resolve product delivery issues on schedule could delay or jeopardize project delivery and adversely affect State or Federal funding.

The Supervising Right of Way Agent, under the direction of their supervisor, is responsible for advising management on issues that are sensitive in nature. Failure to provide proper advice to management could result in inappropriate action(s) being taken against an employee, financial liability and discredit to the Department. The Supervising Right of Way Agent must research existing policies and rules prior to making any recommendation(s) on how to handle any specific issue.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees'

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confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employees' confidential information may damage the Division of Right of Way's reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

This position requires extensive public contact representing the Department in dealing with property owners, tenants, representatives of other government agencies and the general public. There may be contact with Right of Way Management, District Right of Way functional area personnel, Headquarters Right of Way, County and City Officials, the Federal Highway Administration and other public agencies. These contacts will be verbal or written, as needed, to perform assignments.

The employee must be able to liaison and represent the Department's interests at internal or external meetings. Evidence of teamwork, collaboration and the ability to build alliances is required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for long periods of time using a keyboard and a monitor. Must possess the ability to move up to 35lbs. (Files, boxes, laptops, projectors and cumbersome plans.)

The employee must have the ability to conduct on-site inspections that may include measuring structures. Must be able to drive to fieldwork locations anywhere in Los Angeles or Ventura Counties.

The employee must have the ability to sustain the mental activity needed for analysis, reasoning, problem-solving, auditing and report writing. Must be able to respond to changing work priorities by switching from a single task to multiple tasks when necessary.

Must be able to give oral presentations to gatherings of small sizes and at various levels of the Department. Must be composed and articulate in meetings and in telephone conversations.

WORK ENVIRONMENT

While at the base of operations, employee will work in a climate-controlled office under artificial lighting. They will use a keyboard, a monitor and a telephone. The employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold.

The headquartered location for this position is in Los Angeles. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's 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, as determined by the Department. The selected candidate may be required to travel to the headquartered location. All expenses to travel 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

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