

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Surveyor	OFFICE/BRANCH/SECTION DRWLS, Office of Land Surveys	
WORKING TITLE Chief, SB49 Specialist	POSITION NUMBER 913-400-3031-035	REVISION DATE 11/12/2024

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, Office of Land Surveys, the incumbent leads the Division of Right of Way and Land Surveys' efforts to implement and manage Governor's Executive Orders and Legislature enacted statutes involving use of Caltrans-owned properties related to passage of SB49.

CORE COMPETENCIES:

As a Senior Transportation Surveyor, 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety First, Cultivate Excellence - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence - Engagement)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety First, Cultivate Excellence - 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. (Safety First, Strengthen Stewardship and Drive Efficiency - Equity)
- **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 - Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence - Engagement)
- **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 - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Strengthen Stewardship and Drive Efficiency - Equity)
- **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. (Safety First, Strengthen Stewardship and Drive Efficiency - Equity, Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Develop and maintain the evaluation criteria, standardization, and tracking mechanism for determining the various types of department-owned rights-of-way. Help evaluate each identified type of Caltrans-owned property for each type of needed renewable energy facility or use, research existing law with the corresponding property type and proposed use, to ensure compliance with all Federal and State regulations, laws, and statutes.

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45%	E	Develop and maintain new program by establishing and updating Survey policies and procedures, examining alternative use of the right-of-way, and liaising with internal and external stakeholders to facilitate the leasing of department-owned right-of-way.
5%	M	Acts as a key liaison with stakeholders in Design, Construction, Right of Way, Environmental, and Project Management to ensure aligned workflows and data standards. Facilitates smooth data exchange and interoperability across divisions, supporting comprehensive integration that meets both departmental and project-specific needs related to SB49
5%	M	Develops and Conducts Training and Education. Leads training initiatives on standards, and best practices for district Survey and Right of Way Engineering managers and their teams. Develops educational materials to enhance skills in identifying possible SB 49 properties.

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 has no supervisory duties.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be authorized (licensed) to perform "land surveying" in California as defined within the Business and Professions Code. This position requires knowledge of land surveying and the laws pertaining to the acquisition and disposal of real property by a public agency including principles and practices of boundary determination, land title research and surveying; legal descriptions of real property; methods and terminology used in searching for land titles and factors involved in determining ownership of real property; the California Coordinate System; mapping laws pertaining to ownership of real property; factors which influence the impact of transportation projects on the property and basic land net; and transportation planning, design, construction and right of way procedures and policies as they relate to R/W Engineering. Must have abilities to interpret legal descriptions of real property; apply and utilize the principles of the California Coordinate System; interpret the Departmental policies and procedures and understand their application to the Right of Way (R/W) Engineering function; provide appropriate advice regarding such policies and procedures to District R/W Engineering personnel; prepare clear and comprehensive reports and technical correspondence.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making critical decisions that affect implementing data integration, and process design, which directly impact the Department's surveying and infrastructure modeling capabilities. Poor decisions in technology selection, data integration, or standards implementation can result in project delays, cost overruns, and compromised data quality. Errors in managing consultant contracts or vendor performance may lead to suboptimal service and increased costs, affecting the Department's ability to meet project goals.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts with internal teams, including district Survey and Right of Way Engineering managers, as well as cross-functional teams in Design, Construction, Right of Way, Environmental, and Project Management. Externally, the incumbent collaborates with surveying professionals, technology vendors, consultants, and government agencies to exchange data and stay updated on industry advancements. Effective verbal and written communication is essential to maintain strong relationships and support the Department's strategic goals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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

Employee will work in a climate-controlled office under artificial lighting. May be required to travel in State; travel is not very frequent, i.e., every other month.

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

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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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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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