

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Principal Right of Way Agent	OFFICE/BRANCH/SECTION Right of Way and Land Surveys	
WORKING TITLE Deputy Division Chief	POSITION NUMBER 913-400-4954-911	REVISION DATE 09/19/2024

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 Right of Way/Land Surveys Division Chief, the Deputy Division Chief formulates policy and administers the activities of several of the offices in the Headquarters program with a primary focus including, but not limited to, the alternative uses of Caltrans' property, organizational development, and special programs. Responsibilities include establishing program goals and objectives, program delivery targets and program performance measures, develops and implements statewide policies and procedures, monitors and reports on statewide, regional and district program objectives and program delivery. Acts as Deputy Division Chief and determines needs, develops and proposes new programs, direction or legislation. Acts as liaison between the Right of Way/Land Surveys and Districts on cross-functional issues, management issues, and multi-functional problems.

CORE COMPETENCIES:

As a Principal 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, 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, Innovation)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **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, Integrity)

TYPICAL DUTIES:

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

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35%	E	Responsible for the development of business plans, business strategies, program priorities, goals, and objectives for one of the offices in the Headquarters program; review and evaluate corrective plans to meet performance deficiencies. Consults with the district directors/managers and provides advice, guidance, and liaison with other Headquarters programs where required to resolve issues. Provides independent advice, recommendations and special briefings and reports to top management in Headquarters, District Directors, and Right of Way/Land Surveys District/Region Chiefs on all matters pertaining to offices under the incumbent's purview including: Preparation of reports on special issues for submittal to the California Transportation Commission (CTC) on special program/project delivery issues. Preparation of special reports, correspondence, issue papers, and briefing reports for the public, Legislature, Federal Highway Administration (FHWA) and top management. Providing liaison and coordination with the FHWA for both districts and Right of Way/Land Surveys on matters pertinent to basic right of way requirements, participation with federal funds, and other issues. Where problems or conflicts arise, incumbent is responsible for coordinating efforts to resolve the issues. Identifying, assessing, and developing innovative policies including those related to the use of Caltrans properties to support and enhance the department's Core Four Principles of Safety, Equity, Economic Prosperity, and Climate Action; the success of Right of Way/Land Surveys; and the project delivery program.
30%	E	Responsible for the high-level staff assistance to the Division Chief for all Right of Way/Land Surveys functions on a statewide basis with a focus on matters including but not limited to alternative right of way uses, organizational development, and special programs. Incumbent will interface with Headquarters Deputy Directors, Program Managers, District Directors and District/Region Chiefs in Right of Way/Land Surveys.
25%	E	Renders decisions and makes recommendations on extremely sensitive and complex Right of Way-related matters. Interact with the Right of Way/Land Surveys District/Region Chiefs, District Directors, corporate Program Managers, the Directorate, California State Transportation Agency, FHWA and other government and private industry representatives to obtain support in achieving program goals.
10%	M	Serves as a member of the Program Managers statewide management team which develops plans and strategies for managing the statewide Right of Way/Land Surveys Program. Represents the Division of Right of Way/Land Surveys at meetings of the CTC and at public meetings. Serves as the Right of Way/Land Surveys Acting Division Chief during the Division Chiefs' absence.

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 will oversee the Strategic Innovation and Real Property Services offices. The incumbent is required to lead and/or coordinate work with employees at all organizational levels to accomplish projects and tasks.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be knowledgeable of Caltrans' mission, vision, and goals, as well as laws, rules, and policies of the State of California and the federal government regarding transportation safety, sustainability, climate change, and equity. Must possess a broad and comprehensive knowledge of transportation equity and/or environmental justice and demonstrated experience effectively advancing equitable transportation policies, programs, and/or plans at the federal, state, regional, or local level. Must have demonstrated effective leadership skills and supervisory experience. Ability to communicate effectively verbally and in writing with other agencies, the public, and the media. Ability to work with minimal direction and supervision, to initiate actions and work independently on complex projects, analyze problems and develop solutions, and to handle multiple assignments simultaneously. Ability to organize, direct, monitor, and evaluate the work of staff, as well as to plan, organize and direct the work of Caltrans consultants. Ability to participate in and represent Caltrans in public forums.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for making decisions and taking independent action and initiative in managing sustainable efforts. Decisions made by incumbent directly affect the Department, California Transportation Commission, Legislature, federal and state agencies, cities and counties. Failure to consider the political sensitivity or to fully evaluate the fiscal, economic, social, and environmental effects of decision on Caltrans' programs could result in policies not feasible to implement, delays in project delivery and/or a subsequent inefficient use or loss of funding.

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PUBLIC AND INTERNAL CONTACTS

The incumbent may have contact with external and internal stakeholders; maintains continuing relations management within the Department; and may collaborate with federal and state agencies, the private sector and with local agencies. These agencies could include the California Transportation Commission, the California State Transportation Agency, Department of General Services, Federal Highway Administration, or other agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Mental requirements include the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames, formulate effective strategies consistent with the business and competition; create a work environment that encourages creative thinking and innovation; enable others to acquire the tools and support they need to perform well; develop new insights into situations and applies innovative solutions to make organizational improvements. Emotional requirements include the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of work and to communicate effectively; respond appropriately to difficult situations; recognize emotionally-charged issues or problems; must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. The incumbent must behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial lighting. Travel may be required.

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.)

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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