

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION 52/Right of Way/Office of Appraisals & Local Programs & Certs	
WORKING TITLE Local Programs & RW Certifications Liaison / Appraisal Backup	POSITION NUMBER 913-400-4962-020	REVISION DATE 07/05/2024

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 Office Chief, the Senior Right of Way Agent provides staff assistance to the Division of Right of Way and Land Surveys and assigned regions/districts on all right of way (RW) matters concerning the Local Programs function, administers statewide Uniform Act compliance standards for RW certifications, all major phases of right of way activities for locally administered projects, and is responsible for professional practices as well as district and local public agency staff development. Responsibilities further include development and implementation of statewide policy, standards, and procedures, training programs, legislation and intergovernmental agency liaison work in assigned program areas as well as backup support work for headquarters appraisals as assigned. The Senior Right of Way Agent receives general instructions and guidance from the Office Chief and is expected to develop methods appropriate and necessary to independently complete all assigned tasks. Administrative review of work products may be exercised upon completion of the assignment.

**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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Innovation)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - 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. (Strengthen Stewardship and Drive Efficiency - 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. (Strengthen Stewardship and Drive Efficiency - 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. (Enhance and Connect the Multimodal Transportation Network - Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Engagement)
- **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. (Cultivate Excellence - Innovation)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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25%	E	Utilizes expertise in all aspects of Right of Way to advise and consult with regions/districts on all Uniform Act compliance right of way certification matters and provide oversight monitoring of projects on and off the state highway system where a Local Public Agency (LPA) has the lead; which includes, but is not limited to: verbal and or written policy interpretation and guidance on compliance with provisions in the Right of Way Manual, the Local Assistance Procedures Manual, the Code of Federal Regulations, and the California state statutes concerning complex and controversial right of way issues. The senior is instrumental in the development and implementation of statewide policy and procedures
15%	E	Coordinates, reviews, and recommends for approval all state and locally-prepared special right of way documents including right of way certification 3/3Ws from regions/districts, consultant contracts, memorandums of understanding, requests to perform early acquisition activities, and other documents. Reviews and approve non standard Cooperative agreement language.
15%	E	Develops and delivers training courses/modules for Headquarters and region/district staff relative to RW Certifications and Local Programs. This includes providing assistance to Headquarters and regions/districts with training of LPAs. Employs expertise in Right of Way and Local Programs specifically to create training modules for Caltrans and LPA staff utilizing all forms of training delivery (ie: face-to-face, webinar, teleconference, VTC, self-directed, and PowerPoint) to ensure compliance with the right of way manual and that staff is qualified to perform right if we work per state and federal laws and regulations.
10%	E	Coordinates and provides guidance to 700 to 800 LPAs in California that have limited staff and in-house expertise to administer projects on the State highway system, or state/federally funded transportation projects.
10%	E	Assists in maintaining and updating procedural manuals applicable to Local Programs and Right of Way Certifications. The RW Manual is approved by the Federal Highway Administration (FHWA) on a five-year cycle. The Right of Way Manual is a "living document" that is required to be kept current with federal and state law, including case law, as well as the Code of Federal Regulations and other federal guidance. The contents of Chapters 7 and 17 of the Right of Way Manual and Chapters 13 and 14 of the LAPM are the responsibility of the Headquarters Chief of Appraisals, Local Programs, and Right of Way Certifications; however, staff are assigned the research, analysis, and composition of Manual revisions.
		NOTE: The Federal Highways Administration (FHWA) requires work product and procedural compliance with the federally approved manual. While the 12 Caltrans districts generally operate with autonomy for LPA oversight activities, periodic product and process reviews are required. There is flexibility in the format for the reviews; however, each of the Headquarters functions has the lead for statewide compliance assurance. Expertise in right of way and the functional area are required to perform a meaningful review which may include reading a representative sample of work product, analysis of experience and education of assigned staff and review of work practices within each of the district offices, and/or the LPA offices assigned.
10%	E	Analyzes and evaluates the performance of region/district Local Programs offices. Act for Office Chief as required and represent Office in attendance and participation at cross-functional, division and/or inter-government agency partnership and council meetings.
10%	E	Provides support/backup for HQ Appraisal activities as needed; provides support to Division and regions/districts on all matters relating to project Right of Way Estimates; including but not limited to: verbal and/or written guidance on compliance with provisions in the Right of Way Manual, Code of Federal Regulations, and the California state statutes.
5%	M	Provides Division evaluation, legislative analyses, development of policies and procedures relating to Local Programs activities, perform duties for other functions, as needed and special assignments.

<sup>1</sup>ESSENTIAL 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 does not supervise but will provide HQ oversight and coordination of Local Programs activities including Right of Way Certifications for assigned districts. May be assigned to direct, lead or oversee one or more Right of Way Agents or Caltrans Administrators in the Division of Right of Way and Land Surveys, depending on statewide or special project responsibilities assigned.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

As stated in the specifications for the Senior Right of Way Agent classification.

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In addition, a broad and comprehensive knowledge and understanding of the state and federal laws and regulations governing all right of way matters for public transportation purposes and familiarity with available resources for research and guidance including the laws, policies and accepted practices and procedures governing the appraisal of real property rights. A general overall knowledge of the organization and functions of the Department, project development processes and right of way engineering, the appraisals, acquisitions, relocation assistance, airspace and excess land disposal, as well as their interrelationships is essential. The position requires the ability to work effectively with all levels of government and private sector, applying knowledge, skills, tools and techniques in an innovative manner to protect activities and requirements in order to meet or exceed stakeholder needs and expectations, and demonstrate excellent communication and analytical skills in, but not limited to the areas of: delegation team collaboration and development, performance management and discipline.

The position also requires the ability to write reports effectively and efficiently dealing with complex and sensitive subjects, make oral presentations, work effectively with others as a member of an interdisciplinary team, work independently and demonstrate initiative while completing work assignments, including the development and monitoring of applicable policies and procedures.

On an ongoing basis, the Senior Right of Way Agent is required to identify issues and problems related to the Local Programs and Right of Way Certifications program at both district and statewide levels, accumulate and analyze information, develop and test proposed solutions, and submit recommendations to management for consideration and or districts implementation.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Independently develop and implement regulations, policies, and procedures for a complex, highly sensitive, and highly visible program. Poor decisions, judgment, or recommendations will result in failure of Right of Way to carry out its oversight/monitoring responsibilities for locally led and/or federally participating programs, with subsequent delivery delays and/or loss of funding.

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### PUBLIC AND INTERNAL CONTACTS

Work closely with personnel in Right of Way, other program areas within the Department, districts, the FHWA, numerous local governmental agencies, legislators, private firms, individuals, and special-interest groups.

The incumbent represents Caltrans and participates in meetings and dealings with federal, state, regional, and local agencies and the general public concerning the scope and content of Right of Way and concerning specific projects and activities in which there are Right of Way involvements. Incumbent speaks in public and establishes and maintains good working relationships with other districts and Headquarters management.

External contacts include other state agencies as well as counties and municipalities and professional groups on a statewide basis.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The tasks performed by the Senior Right of Way Agent are complex, detailed, and varied requiring independence of action and decision making. This work requires the Senior to be innovative and creative because of the complexities of the right of way component in transportation projects. Must be able to adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The position requires travel throughout the State and districts as needed.

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### WORK ENVIRONMENT

While at your base of operations, you will work in a climate-controlled office between 64 and 84 degrees under artificial lighting.

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.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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