

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Right of Way Agent	OFFICE/BRANCH/SECTION North Region Right of Way (Marysville)	
WORKING TITLE North Region Right of Way Office Chief, Marysville	POSITION NUMBER 903-400-4961-XXX	REVISION DATE

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the North Region Division Chief, the North Region Right of Way Office Chief for the Marysville office plans, supervises, coordinates and directs District Right of Way branches in project delivery efforts. The North Region Right of Way office Chief, Marysville 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 Project Coordination, Planning, Management & Condemnation, Acquisitions, Railroad, & State Lands, Appraise, Acquire, & Rap, and Local Programs & Estimating.

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, 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. (Employee Excellence - Innovation, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration)
- **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. (Safety, Employee Excellence - Collaboration, 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. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **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, Employee Excellence - Collaboration, Integrity)
- **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. (Employee Excellence - Collaboration, Innovation, Integrity)
- **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, Employee Excellence - Collaboration, Integrity)
- **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. (Employee Excellence - Innovation, Stewardship)
- **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. (Employee Excellence - Integrity, Stewardship)

TYPICAL DUTIES:

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

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50%	E	Oversee task management for the North Region Right of Way District 3 Contract for Delivery, Delivery Plan and programmed projects as well as Legacy Parcel Sales and transfers. Provide supervision and leadership to North Region Right of Way Branch Chiefs, Right of Way Agents, and Support Staff in the Marysville R/W office 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.
20%	E	Review and approve functional work products where authority has not been delegated to the Senior R/W Agent level including: R/W Certification #3; R/W Clearance (salvable improvements); replace housing valuations up to \$50,000; excess land appraisals of direct sales up to \$500,000; appraisals valued over \$25,000 and within Department delegated limits; specific types of rental agreements, rental offsets, property rehabilitation, lease agreements, and master tenancy agreements within department delegations; option agreements, and certain types of excess land sales.
15%	E	Work with the Regional R/W Project Coordinator and District Project Managers to align schedules with staffing, insure deliverables to and from Right of Way and identify workload imbalances.
10%	E	Act as R/W liaison to District Project Management and represent North Region Right of Way in Marysville at pre-status and status of project meetings in the Marysville Office.
5%	M	Review programs, policies, processes and special problems at the request of the Division Chief and recommend and implement solutions. Coordinate with the Division Chief and Headquarters Right of Way to insure adherence to Federal and State law, accepted standards, policies and schedules.

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

The incumbent directly supervises multiple Senior R/W Agents and is the second-line supervisor to multiple Right of Way personnel.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough knowledge of the Department's and Right of Way Program's Mission, Vision, Goals and Objectives; real estate and land title law; Federal and State law pertaining to the valuation and acquisition of private property for public purposes; principles of public administration, including capital and personnel management, programming, budgeting and supervision; condemnation law and social, environmental and economic impacts of transportation systems on communities; engineering concepts and their effects on transportation planning.

Must have the ability to reason logically and creatively, analyze complex situations accurately and adopt or recommend an appropriate course of action. Thorough knowledge of risk analysis and the ability to communicate information and decisions and of Quality principles and processes is essential. Incumbent must be able to communicate and coordinate effectively with other Caltrans employees at all levels, between District/Region and HQ, various community groups, the public, attorneys and members of the legislature.

Right of Way activities are governed by a multiplicity of State and Federal laws, regulations and policies necessitating broad analytical skills to assure that the applicable procedures are followed. Analytical skill is required to make decisions in sensitive real property transactions, to interpret complex documents and determine their correctness and recommend an appropriate course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the successful implementation of policies and procedures relating to delivery of property rights required for transportation projects and on time project certification; delivery of quality Right of Way products in a timely and cost-effective manner.

Errors in judgment and/or failure to comply with the Uniform Act and other Federal and State laws could impede the timely advertising of construction contracts, create legal liabilities, impair the Region's relationship with local transportation authorities, and impact the Department's credibility with property owners, legislators and the public.

PUBLIC AND INTERNAL CONTACTS

Incumbent must continuously interact with other North Region and District Staff at all levels. Acting on behalf of the North Region Division Chief, Right of Way, may have extensive contact with legislators, representatives of City, County, State and Federal agencies, property owners and other members of the community.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to move large or cumbersome plans and diagrams from one location to another.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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