

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Right of Way Agent	OFFICE/BRANCH/SECTION Right of Way and Land Surveys/Railroads and Utilities	
WORKING TITLE Chief, Office of Railroad Coordination and Utility Relocation	POSITION NUMBER 913-400-4961-013	REVISION DATE 03/04/2025

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 Deputy Division Chief, Right of Way and Land Surveys, the Railroads and Utility Office Chief directs staff assistance to Headquarters' Right of Way and 12 Caltrans District Offices of Right of Way and is responsible, on a statewide basis, for the management, efficiency, and effectiveness of the assigned functions.

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 - Collaboration, Innovation, Integrity, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **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. (Employee Excellence - Equity, 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, Equity, Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Stewardship)
- **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, Equity, Innovation, Integrity, Stewardship)
- **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. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **Perspective (Thinking Globally & X-function):** Broad view of issues, ability to pose future scenarios, and think globally. Stays current on changes and new developments in industry. Ability to look at and is open to different perspectives. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Manages the Railroad and Utility functions. Responsible for statewide standards, policy, procedures, training programs, legislation and intergovernmental agency liaison and long-range goal development in assigned functions. Acts as Railroad and Utility consultant to the District/Region Division Chiefs, Right of Way; advises on interpretation and application of statewide policy. Develop and disseminate statewide policy through staff and consultation with Districts and Regions. Use corporate services to administer the statewide program for Right of Way Railroad and Utility functions and further the program mission.

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20%	E	Contribute substantively to the Program's vision, being the consultant (contractor) of choice. Design and implement performance measures for the efficient use of capital and staff resources.
15%	E	Interact with the Right of Way/Land Surveys District/Region Chiefs, District Directors, corporate Program Managers, the Directorate; Business Transportation and Housing Agency, and other government and private industry representatives to obtain support in achieving program goals.
15%	E	Renders decisions or makes recommendations to support and cooperate with Regions and Districts and assure application of compliance procedures.
5%	M	Utilize technology and information systems to provide the Districts/Regions with data needed to manage activities in an efficient and effective manner.

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 Chief receives general direction and guidance from the Deputy Division Chief or Division Chief. The Chief will directly supervise the activities of the Senior Right of Way Agents and support staff and assure that the assigned staff has the requisite mastery of the applicable portion of those policies, directives, and legislation in accordance with the duties assigned to them.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the principles of public administration including capital program, personnel management, program development, budgeting, and supervision; goals, objectives, policies, organization and procedures of the Department of Transportation as related to Right of Way activities; general management principles and practices; management problem-solving methods; principles of policy development and formulation of principles and practices of disseminating public information. Knowledgeable of policies and directives of Federal, State, and local agencies, as well as Federal and State legislation and assure that the assigned staff has the requisite mastery of the applicable portion of those policies, directives, and legislation in accordance with the duties assigned to them. Ability to plan, organize, and direct or make decisions involving the work of a large Right of Way staff; develop program direction and concepts; establish and maintain liaison, communication, and a cooperative relationship with internal and external stakeholders at all levels. Excellent supervisory skills and experience are necessary to provide guidance, coaching, and focus for a highly skilled and experienced professional staff. The ability to communicate effectively both orally and in written form. The ability to make effective oral presentations before the public, willingness to work at odd hours and to travel throughout the State.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for the development and implementation of regulations and procedural guidelines in all areas of responsibility, accuracy of reports prepared, recommendations on proposals, and production of work characterized as professional in scope, quality, and timeliness. The impact of errors in judgment and decision-making could potentially incur unnecessary costs.

PUBLIC AND INTERNAL CONTACTS

Maintains continuing relationships with the full range of management levels within the Department; fosters partnerships with Federal and State Agencies, the private sector and local agencies. Internal contacts will be made throughout Caltrans at all levels and with all divisions responsible to the Deputy Director for Project Development, as well as other members of the Directorates required for the proper performance of the duties assigned. External contacts include those with the Legislative Analyst's Office, other State agencies, Federal Highway Administration (FHWA), affected property owners, railroad representatives, utility owners, counties, municipalities, and other stakeholders on a statewide basis.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The tasks performed by the Supervising Right of Way Agent are complex, detailed, and varied requiring independence of action and decision-making.

WORK ENVIRONMENT

While at your base of operation, you will work in a climate-controlled office between 64 and 84 degrees under artificial lighting. Incumbent may be required to travel throughout the State.

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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