

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Right of Way Agent	OFFICE/BRANCH/SECTION District 6 / Right of Way	
WORKING TITLE Right of Way Agent	POSITION NUMBER 906-400-4959	REVISION DATE 03/10/2025

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

GENERAL STATEMENT:

Under the close supervision of a Senior Right of Way Agent, the incumbent will assist in various Right of Way programs and duties while receiving formal and rotational on-the-job training in the major functional areas of Appraisals, Acquisition, Utilities, Real Property Services/Excess Lands, and Relocation Assistance. Incumbent will participate in a Project Delivery Team training program that includes rotation to a number of the major functional areas outlined below.

CORE COMPETENCIES:

As a 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Collaboration, Innovation, 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)
- **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. (Employee Excellence - Innovation, Stewardship)
- **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. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Equity, 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, Integrity)
- **Conceptual Thinking**: Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Employee Excellence - Collaboration, Innovation, Stewardship)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Innovation, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
30% E	<p>APPRAISAL</p> <p>Assist with or examine title reports and evaluate the effect of title encumbrances; inspect subject properties and interview property owners for pertinent information regarding property; measure buildings, prepare description and plot plan of buildings, search surrounding area in an effort to obtain comparable market data; interview local building and zoning authorities, brokers, salespersons and other knowledgeable persons for various valuation information; analyze and interpret data obtained in order to ascertain interest rates, land and improvement value ratios, gross income multipliers, land values; prepare comprehensive written appraisal reports in conformance with accepted State and Federal standards.</p>

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30%	E	<p>ACQUISITION</p> <p>Assist with or examine and interpret title reports as to the effect of title encumbrances on property to be acquired; prepare Right of Way (RW) Contracts to convey title; present offers to property owners; secure execution of documents to complete transfer of title and property rights to the State; and make records of all acquisition activities in the parcel diary files for each parcel.</p>
30%	E	<p>UTILITIES</p> <p>Assist with or coordinate all aspects of utility relocation, including investigation of aerial and underground utilities; make contact with the utility owners for relocation on State transportation projects; interpret State plans for utility owners; plan relocation schedule with owner's representatives; review owner's plans, estimates and relocation cost claims; negotiate utilities agreements for relocation work; provide estimate of utility costs for data sheet and make liability determinations.</p>
10%	M	<p>RELOCATION ASSISTANCE</p> <p>Assist with or make personal contacts with persons to be displaced explaining the provisions of the relocation regulations; gather market data, prepare draft and final relocation impact documents, prepare comparative analysis and determine replacement housing value; calculate amount of relocation payment and coordinate preparation and processing of claims; maintain housing resources (listing of properties for sale or rent) information and advise displacees of available housing replacement.</p>

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

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of basic arithmetic, algebra, geometry, analytical methods and information sources which are used to research, formulate, prepare, understand and explain appraisal reports for the acquisition of real property rights. Ability to use computers, spreadsheets, graphics, manuals and databases.

Knowledge of basic principles of land economics and general concepts and practices in real property transactions; terminology employed in the semi-legal work involved in real property acquisition and appraisals. Use analytical methods and information sources to prepare and formulate reports. Have the ability to work independently or as a member of a team; to follow both written and oral directions; reason quickly, logically and creatively in unique and stressful situations; organize and prioritize own workload as assigned and multitask effectively.

Ability to understand and apply the laws, policies, rules and regulations relating to the acquisition of property for public use purposes. Must be able to make accurate mathematical computations and calculations. Assemble and analyze data and make mathematical computations, reason logically and creatively in unique situations. The ability to speak clearly and effectively; establish and maintain cooperative relationships with individuals contacted in the course of business including, but not limited to, co-workers, property owners, occupants and the general public, often in tense and confrontational situations, in a calm and effective manner. Must be able to communicate clearly and comprehensively, and maintain accurate records.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in work could result in failure to meet project target and milestone dates, inappropriate or unnecessary expenditure of public funds, personal injury or property damage, and possible loss of Federal participation in cost of projects.

PUBLIC AND INTERNAL CONTACTS

Contact with property owners, real estate brokers, City and County building, planning and zoning personnel, brokers and developers. Internal contacts with various levels of Right of Way Agents and Engineers in the District Branches.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- Ability to conduct on-site reviews; i.e., measuring structures
- Ability to drive to remote locations in single duration (up to 6 hours)
- Ability to travel outside of the District overnight
- Ability to sit for long periods of time using keyboard and display terminal
- Ability to hear and see for airspace/wireless purposes

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- Ability to perform duties which may expose incumbent to dust, dirt, uneven ground and traffic
- Ability to move 25 lb. to 35 lb. (files, boxes, laptops, projectors)
- Ability to lift, bend, stoop, and kneel
- Ability to use various types of copy and facsimile equipment
- Ability to transfer thoughts to paper or electronic medium (reports, memo, letters, etc.)
- Ability to sustain mental activity needed for report writing, auditing, problem solving, analysis and reasoning, etc.
- Ability to focus on single tasks, as well as multi-tasks when necessary
- Ability to remain, calm, patient, professional when dealing with the public and others on sensitive issues
- Ability to respond to changing work priorities and processes

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. They will use a keyboard and video monitor for long periods of time, as well as a telephone, fax machine and photocopier. Employees may also be required to travel and lodge overnight for an extended duration. Possession of a valid Driver's License is required when operating a state owned or leased vehicle.

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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