



Right of Way Agent

Exam Code: 4PB37

Department: Department of Transportation (Caltrans)

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Right of Way Agent – \$4,295.00 - \$6,652.00 per month

[View the Right of Way Agent classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Right of Way Agent

Either 1

One year of experience in the California state service performing the duties of a Caltrans Administrative Technician, Range B, in an assignment involving completion of a formal training plan with emphasis on real estate related topics and rotation to at least three of the following four major Right of Way functional areas: Appraisals, Acquisition, Relocation Assistance and Property Management.

Or 2

Experience: Two years of experience performing appraisal or acquisition work involving fair market value as applied to transfer and sale of real property. (Experience in real estate sales or transfers will not be considered equivalent to the appraisal or acquisition work referred to in this requirement.) **and**

Education: Equivalent to completion of an Associate of Arts Degree. (Additional qualifying experience may be substituted on a year-for-year basis.)

Or 3

Education: Equivalent to graduation from college. (Registration as a senior in an accredited college or university or a college or university approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310(b), will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

POSITION DESCRIPTION

Right of Way Agent

This is typically the entry level and training class of the series. Incumbents, under the close supervision of a higher level Right of Way Agent, assist in the various programs and duties of the Right of Way Department while receiving formal and rotational on-the-job training in the major functional areas of appraisals, acquisitions, relocation assistance, utility relocation and property management. They participate in the appraisal process as trainees, perform routine office and field duties involved in the acquisition program, become familiar with the activities involved in management, rental, and disposal of property and participate in the gathering of data pertinent to relocation and moving problems of highway displaces. Decision-making actions are generally restricted and public and interdepartmental contacts are closely supervised.

Typically, Right of Way Agents are capable of some independent action under general supervision. They receive close supervision on projects and activities requiring greater responsibility and technical competence. Decision-making actions are supervised and reviewed. They participate in the appraisal process and in making analytical decisions and evaluating problems, negotiating with property owners on routine acquisitions, offering routine relocation assistance and assisting in studies of housing availability.

Incumbents will assist in the various activities of the Right of Way Program while receiving formal and on-the-job training in one or more of the major functional areas of appraisals, acquisition, relocation assistance, property management, airspace development, excess land sales, utility relocation and planning and management.

Incumbents are assigned progressively more complex right of way work as their competence increases.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Analytical methods and information sources which will be used to perform tasks such as appraisal report formulation and preparation
2. Basic arithmetic
3. Basic algebra
4. Basic geometry

Ability to:

1. Speak and write English clearly and effectively
2. Read and understand English including engineering terminology and the quasi-legal terminology found, for example, in statutes relating to the California Department of Transportation and in the laws, policies, rules and regulations relating to the appraisal and acquisition of property for public purposes
3. Common methods of describing real property
4. State and Federal relocation assistance requirements
5. Assemble and analyze data and be able to understand, for example, the factors involved in appraising property and the principles underlying the appraisal process
6. The effect on property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments
7. Make accurate mathematical computations and calculations
8. Reason quickly, logically, and creatively in unique and stressful situations
9. Establish and maintain cooperative relationships with individuals contacted in the course of their work, an example of which is the ability to conduct successful right of way negotiations with the public and with representatives of other governmental organizations
10. Follow directions
11. Organize workload

Special Personal Characteristics:

Require an interest in and aptitude for real property negotiations and appraisal work, sales ability and the ability to make effective oral presentations before the public, willingness to work at odd hours, and to travel throughout the State.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Right of Way Agent** classification will be established for:

Department of Transportation

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score of competitors who are successful in this examination.

EXAMINATION INFORMATION

[Preview of the Right of Way Agent Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

[Take the Right of Way Agent examination](#)

TESTING DEPARTMENTS

Department of Transportation

CONTACT INFORMATION

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Department of Transportation

Office of Examination and Executive Selection Services
(916) 227-7858

If you have any **technical** questions concerning this examination bulletin, please contact:

California Department of Human Resources
Attn: Examination Services
1515 S Street
Sacramento, CA 95811
Phone: 1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the

assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.