



Supervising Right of Way Agent

Class Code: 4961 – Exam Code: 5PB15

Department(s): California High-Speed Rail Authority
Opening Date: 8/11/2015
Final Filing Date: Continuous
Type of Examination: Departmental Open
Salary: \$7,088.00 - \$8,048.00

EQUAL EMPLOYMENT OPPORTUNITY

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.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 12 months.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition, or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process.

If you have any questions, please contact:

California Department of Human Resources' Contact Center at 1-866-844-8671

OR

California Relay Service at 7-1-1

Telecommunications Device for the Deaf (TTY) at (916) 654-6336*

(*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

A merged eligible list will be established by the California Department of Human Resources for use by the California High-Speed Rail Authority. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 24 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

SUPERVISING RIGHT OF WAY AGENT

Either I

Two years of experience in the California state service performing the duties of a Senior Right of Way Agent.

Or II

Experience: Five years of [progressively responsible experience involving all major phases](#) of the acquisition of rights of way for governmental or public utility use, two years of which must have been in a full [supervisory or administrative capacity](#). (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a [class with a level of responsibility not less than Senior Right of Way Agent](#).)

And

Education: [Equivalent to graduation from college](#). (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

Under general direction, either (1) plans, organizes and directs all right of way work in a district and acts as the District Director's principal assistant; or (2) in large urban districts, supervises a major subdivision of the Right of Way Program and acts as the principal assistant to the Deputy District Director, Right of

Way; or (3) in the Division of Right of Way, manages a major phase of the statewide Right of Way Program; acts as a departmental representative, or a staff specialist or consultant in a specific task force, complex project or research study.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

[Click here to preview the Training and Experience Evaluation.](#)

Exam Scope

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, algebra, and geometry.
3. The development of replacement housing.
4. Organization and procedures of the Department of Transportation and transportation facilities construction and maintenance as related to rights of way.
5. Land development and investment practices.
6. Federal Highway Administration policies and procedures relative to right of way activities.
7. Laws, policies and procedures involving the concepts of transportation facilities and their impact on the community and the environment.
8. Property values and the effect of economic trends upon value and price and on the cost of construction of the improvements with particular reference to metropolitan areas.
9. Principles of public administration, including personnel management, budgeting, and supervision.
10. Goals, objectives, policies, organization and procedures of the Department of Transportation as related to right of way in transportation facility construction and maintenance.
11. The social and economic impact of public improvements.
12. The Department's safety, health, and labor relations program objectives.
13. A supervisor's role in safety, health and labor relations and the processes available to meet these program objectives.
14. Principles of public administration including capital program, personnel management, program development, budgeting, and supervision.
15. Goals, objectives, policies, organization and procedures of the Department of Transportation as related to right of way activities.
16. General management principles and practices.
17. Management problem-solving methods.
18. Principles of policy development and formulation of principles and practices of disseminating public information.

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, an 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 and organize workload.
11. Lead and direct the work of others.
12. Make accurate real property appraisals, including the appraisal of complex parcels involving severance damages and benefits.
13. Make accurate real property appraisals, including the appraisal of complex parcels involving severance damages and benefits.
14. Manage, operate, maintain and coordinate clearance of rental properties acquired by the State.
15. Effectively coordinate and apply community and environmental concepts and guidelines to the Right of Way Program.
16. Conduct private and public sales, conduct complex negotiations, confer with attorneys.
17. Develop and prepare capital and support budgets.
18. Monitor project scheduling.
19. Coordinate right of way certification.
20. Prepare route estimates.
21. Develop and implement EDP systems.
22. Coordinate staff training and development activities.
23. Analyze complex situations accurately and adopt or recommend an effective course of action.
24. Plan, organize, direct and make decisions involving the work of Right of Way staff.
25. Effectively contribute to the Department's safety, health, and labor relations program objectives.
26. Plan, organize, and direct or make decisions involving the work of a large Right of Way Staff.
27. Develop program direction and concepts.
28. Establish and maintain liaison, communication, and a cooperative relationship on interdepartmental levels.

SPECIAL PERSONAL CHARACTERISTICS

1. 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 travel throughout the State.
2. Must demonstrate effective administrative ability.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with

Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

VETERANS

Persons retired from the United States military or honorably discharged from active duty shall be eligible to compete in promotional examinations for which they meet the minimum qualifications as prescribed by the class specification. Persons receiving passing scores shall have their names placed on the promotional eligibility lists resulting from these examinations. In evaluating minimum qualifications, related military experience shall be considered State civil service experience in a class deemed comparable by CalHR, based on the duties and responsibilities assigned (Section 18991).

For cases in which promotional examinations are given by more than one department for the same classification, the veteran shall select one department for which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list eligibility established from the examination in which the veteran participated. Employees may request a transfer of list eligibility between departments in the same manner as provided for civil service employees (Section 18991).

CAREER CREDITS

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

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division

1515 S Street, North Building, Suite 400

Sacramento, CA 95811-7258

1-866-844-8671

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

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GENERAL INFORMATION

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

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 on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was

planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [classification specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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) service-wide promotional, 5) departmental open, and 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.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

Bulletin Revision Date: 8/11/2015

SUGGESTED RESOURCES TO HAVE AVAILABLE WHEN BEGINNING THE EVALUATION

Employment History: Job Titles, organization name and addresses, name of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School name and address, degree(s) earned, date(s) attended, courses taken (Verifiable on a

Transcript), person or office who can verify education, and phone numbers of persons listed above.

Training: Class titles, certifications received, name of a person who can verify your training and their contact information.

FILING INSTRUCTIONS

Once all of the information indicated above has been gathered, click the link below to be directed to the Training and Experience Evaluation. Upon completion of the Training and Experience Evaluation, the examination will be instantly scored.

[Click here and go to the Training and Experience Evaluation.](#)