



## **SENIOR RIGHT OF WAY AGENT EXAMINATION BULLETIN**

**Exam Code: 8TR92**

**Department: State of California**

**Exam Type: Servicewide, Open**

**Final Filing Date: Continuous**

### **CLASSIFICATION DETAILS**

SENIOR RIGHT OF WAY AGENT – \$8,180.00 - \$10,164.00 per month

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

### **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.

Candidates that are unsuccessful in the examination must wait six (6) months from the testing date before reapplying to take the examination.

#### **How To Apply:**

This examination consists of a Training and Experience evaluation. Additional information is located farther down on this bulletin in the "Taking the Exam" section.

**Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

Department of Transportation (Caltrans)

Examinations Unit – MS 86

P.O. Box 168036

Sacramento, CA 95816-8036

Phone: (916) 227-7858

Email: [AskExams@DOT.CA.GOV](mailto:AskExams@DOT.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

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

**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.

**SENIOR RIGHT OF WAY AGENT****Either 1**

Two years of experience in the California state service performing the duties of an Associate Right of Way Agent.

**Or 2**

Experience: Four years of experience in the acquisition of rights of way for governmental or public utility use where consideration must be given to socioeconomic and environmental factors, coordinated planning for the relocation of utilities, displaced

persons and businesses and the development of replacement housing units and including two years of experience in the independent appraisal and negotiation for acquisition of major and complex real properties involving large sums, condemnation, damages, restriction of access, and similar complicating factors. (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 Associate 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**

This is the first supervisory level in the Right of Way Agent series. In a district under general direction, directs and is responsible for the successful completion of a major phase or phases of Right of Way program activities. As principal assistant to the supervising level, assigns, supervises, reviews and approves the work of subordinates; consults with and advises district management and may act as their direct representative in major program areas at either private or public meetings. In the smallest districts, may act as Deputy District Director, Right of Way. Responsibility includes programs and budgets, staff development and training, and Right of Way EDP systems development.

In the Division of Right of Way, administers statewide standards of a major phase of Right of Way activities. Some of the Senior Right of Way positions in the Division of Right of Way supervise lower level Right of Way Agents. Responsibility may include programs and budgets, professional practices, staff development and training and Right of Way EDP systems development. These positions may also advise and consult with district Right of Way Program staff, including review and approval of work from assigned districts. A number of Senior Right of Way Agent positions act as primary staff specialists in the development and implementation of statewide policy, standards,

procedures, training programs, legislation and intergovernmental agency liaison in assigned program areas.

## **EXAMINATION SCOPE**

This examination consists of the following component:

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

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. Applicants will receive their score 4-6 weeks after examination submission.

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 AND ABILITIES**

#### **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
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 Caltrans as related to

right of way in transportation facility construction and maintenance

11. The social and economic impact of public improvements

12. State and Federal relocation assistance requirements

13. A supervisor's role in safety, health, equal employment opportunity, and labor relations, and the processes available to meet these program objectives

**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 Caltrans and in the laws, policies, rules, and regulations relating to the appraisal and acquisition of property for public purposes

3. Assemble and analyze data, and be able to understand, for example, the factors involved in appraising property and the principles underlying the appraisal process

4. Make accurate mathematical computations and calculations

5. Reason quickly, logically, and creatively in unique and stressful situations

6. 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

7. Follow directions

8. Organize workload

9. Lead and direct the work of others

10. Make accurate real property appraisals, including the appraisal of complex parcels involving severance damages and benefits

11. Develop and prepare capital and support budgets

12. Coordinate right of way certification

13. Prepare route estimates

14. Coordinate staff training and development activities

15. Analyze complex situations accurately and adopt or recommend an effective course of action

16. Plan, organize, direct, and make decisions involving the work of right of way staff
17. Effectively contribute to Caltrans' safety, health, equal employment opportunity, and labor relations program objectives

## **ELIGIBLE LIST INFORMATION**

A servicewide, open eligible list for the Senior Right of Way Agent classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires twenty-four (24) 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.

## **EXAMINATION INFORMATION**

### **CAREER CREDITS**

Career Credits will not be added to the final score of this examination.

## **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**

### **FILING INSTRUCTIONS**

**Candidates are required to submit:** [Training and Experience Evaluation](#)

Examinations must be received or postmarked no later than the cut-off date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an examination. Faxed or E-mailed examinations will NOT be accepted.

#### **File by Mail**

Department of Transportation (Caltrans)  
Examinations Unit – MS 86  
P.O. Box 168036  
Sacramento, CA 95816-8036

#### **File in Person**

Department of Transportation (Caltrans)  
Examinations Unit – MS 86  
1727 30TH Street, 1st Floor Lobby  
Sacramento, CA 95816-8036

**\*Any information submitted in your examination effort WILL NOT BE FORWARDED or be included in the determination of your qualifications for a position.**

**\*\*Candidates are responsible for obtaining proof of mailing or submission of their examination to Exam Services.**

## **TESTING DEPARTMENTS**

State of California (all State of California departments)

## **CONTACT INFORMATION**

Department of Transportation (Caltrans)

Office of Selection Services

Examinations Unit

P.O. Box 168036

Sacramento, CA 95816-8036

Phone: (916) 227-7858

Email: [AskExams@DOT.CA.GOV](mailto:AskExams@DOT.CA.GOV)

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## **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.

Bulletin Date: 3/16/2023



## GENERAL INFORMATION

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 California Department of Human Resources (CalHR) 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 12<sup>th</sup> 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.