



## Right of Way Agent

**Class Code: 4959 – Exam Code: 4PB37**

Department: Department of Transportation  
Opening Date: 11/26/14  
Final Filing Date: Continuous  
Type of Examination: Departmental Open

### EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

### FILING INSTRUCTIONS

**Final Filing Date:** Continuous

**Where to Apply:** Click the link at the bottom of this bulletin.

### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact:

California Department of Human Resources  
Examination and Selection Services Section  
1-866-844-8671  
California Relay Service (7-1-1)  
Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

## SALARY INFORMATION

RIGHT OF WAY AGENT- RANGE A \$3168.00-\$3779.00

RIGHT OF WAY AGENT- RANGE B- \$3918.00-\$4906.00

## ELIGIBLE LIST INFORMATION

An open eligible list will be established by the California Department of Human Resources for use by Department of Transportation. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 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

### 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 the competence increases.

## 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.](#)

## KNOWLEDGE AND ABILITIES

### Right of Way Agent

#### Knowledge of:

1. Basic arithmetic (e.g., addition, subtraction, multiplication, division) to calculate benefits, complete real property appraisals, verify relocation expenses, complete real property management tasks and/or other job related tasks.
2. Basic geometry to calculate areas.
3. Algebraic mathematical computations (such as formulas) to calculate and process numerical data.
4. Research and data gathering techniques (e.g., computer assisted) to compile information for projects and assignments.
5. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.

#### Ability to:

1. Draw logical conclusions from various types of information in order to perform various work related (i.e., Right of Way) duties.
2. Analyze collected data during various phases of work related projects (i.e., Right of Way) in order to prepare required documents.
3. Compare and contrast numerous pieces of data to assist in the formulation of conclusions.
4. Research information from a variety of sources in order to perform duties in various program and/or functional (i.e., Right of Way) areas.
5. Assemble data during various phases of work related projects (i.e., Right of Way) to use for analysis.
6. Apply basic mathematical calculations using a calculator to determine benefits, complete real property appraisals, verify relocation expenses, complete real property management tasks and/or other job related tasks.
7. Calculate percentages using a calculator to determine appraisal adjustments, rental rate increases, utility liability, relocation benefits, administrative settlements, contract administration

- costs and/or other job related tasks.
8. Perform basic geometric calculations using a calculator to quantify areas and/or size of improvement and/or other job related tasks.
  9. Perform algebraic mathematical computations to calculate and process numerical data.
  10. Organize workload to ensure that tasks and projects are completed on time, on a priority basis, and/or within budget.
  11. Work on multiple tasks or parts of tasks simultaneously to ensure timely completion of projects and other work activities.
  12. Verbally communicate with others to convey information effectively.
  13. Maintain composure and functionality when dealing with difficult or stressful situations.
  14. Provide effective customer service to the public and to various stakeholders.
  15. Communicate information clearly and concisely, in writing, to audiences with varying levels of understanding.
  16. Write reports, instructions and correspondences using proper grammar, punctuation, and sentence structure.
  17. Use spreadsheet software to compile, compute, organize, and present tables, graphs, and charts for use in reports and other tracking activities.

### 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.

### CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

### CONTACT INFORMATION

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

1-866-844-8671  
California Relay Service (7-1-1)  
Telecommunications Device for the Deaf (TTY) (916) 654-6336

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

Department of Transportation  
Office of Examinations and Recruitment Services  
PO Box 168036, MS 86  
Sacramento, CA 95818-8036 (916) 227-7858

## GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact the testing department three weeks after the Final Filing Date if he/she has not received his/her notice.

**If a candidate's notice** of written test fails to reach him/her 3 days prior to his/her scheduled appointment, he/she must contact CalHR at 1-866-844-8671.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations may be limited or extended as conditions warrant.

**Applications are available** at [www.jobs.ca.gov](http://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 <http://www.calhr.ca.gov/state-hr-professionals/pages/4959.aspx>.

**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 Release Date: 11/26/14**

### **TAKING THE EXAM**

**When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.**

**Select [Right of Way Agent Training & Experience Evaluation](#) to begin the Right of Way Agent examination process.**