STATE OF OREGON
POSITION DESCRIPTION

Agency: Dept of Transportation
Division: Highway

This position description is for:
- [ ] A new position that is being established
- [ ] An existing position that is being revised
- [x] No change – Annual review

<table>
<thead>
<tr>
<th>Classification Title:</th>
<th>Principal Executive Mgr/G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification No:</td>
<td>X7012</td>
</tr>
<tr>
<td>Establish Date:</td>
<td>May 31, 1970</td>
</tr>
<tr>
<td>Working Title:</td>
<td>State Right of Way Manager</td>
</tr>
<tr>
<td>Section Title:</td>
<td>Right of Way</td>
</tr>
<tr>
<td>Employee Name:</td>
<td>Vacant</td>
</tr>
<tr>
<td>Work Location:</td>
<td>Salem - Marion</td>
</tr>
<tr>
<td>Supervisor Name:</td>
<td>Steve Cooley</td>
</tr>
<tr>
<td>Position:</td>
<td>Permanent</td>
</tr>
<tr>
<td>FLSA:</td>
<td>[x] Exempt</td>
</tr>
<tr>
<td>Eligible for Overtime:</td>
<td>[x] No</td>
</tr>
</tbody>
</table>

The Oregon Department of Transportation exercises leadership and vision in promoting, developing and managing a statewide network of transportation systems and facilities. These systems and facilities provide access to Oregon for the State’s citizens and visitors, provides efficient movement of commerce, goods and services, ensures the safety of transportation systems users, and enhances Oregon’s competitive position in national and international markets. ODOT is a geographically-spread organization of approximately 4500 FTE with a $3.8 billion biennial budget.
ODOT provides comprehensive planning, design, construction, maintenance, and operation of the transportation system to serve the public of the State of Oregon. These systems include all forms of transportation such as auto, air, rail, bicycle, pedestrian, and encompasses various licensing activities. The Department carries out these activities under the direction of the Oregon Transportation Commission. Its purpose is to provide the citizens of the state a safe and efficient transportation system. ODOT is committed to supporting a workplace environment that encourages a diverse workforce. This support focuses on respectful treatment of others, reducing conflict by increasing understand of and respect for differences amongst all people. ODOT’s eight divisions include Communications, Central Services, Driver and Motor Vehicle Services, Motor Carrier, Transit/Rail, Transportation Development, Transportation Safety, and Highway Division.

This position resides within the Highway Division which is composed of approximately 2,400 employees who work in ODOT’s five transportation Regions, Statewide Project Delivery Branch (SPDB) and the Office of Maintenance and Operations. Through its delegated authority and influence roles, Highway Division’s SPDB is responsible for the overall management of the State’s Transportation System and ensures the success of ODOT’s transportation program by: 1) managing highway-related state-owned assets (ie: bridges, roads, culvert, etc); 2) ensuring the technical skills and abilities of ODOT staff are sufficient to do assigned work; 3) promoting continuous technical improvement efforts through the development and communication of clearly articulated, locatable and understandable policies and practices, and providing qualitative and performance measurement information and analysis, and 4) supporting Region project delivery in direct work for transportation infrastructure projects.

The Statewide Project Delivery Branch (SPDB) has three sections and a branch that directly report to the Statewide Project Delivery Branch Manager: Business Operations Section, Project Development Section, Construction Section and the Engineering and Technical Services Branch which consists of the following Sections: Bridge, Engineering Automation, Geo-Environmental, Right of Way and Traffic-Roadway. ODOT’s Chief Engineer manages the Engineering and Technical Services Branch (ETSB).

The ETSB ensures statewide consistency in Engineering and Technical standards, policies, procedures, and practices; reduces Agency engineering quality risk; ensures compliance through oversight of the Engineering/Technical aspects of the Departments work including project development, construction, maintenance and other divisions of the Agency; researches and analyze best practices, trends and research related to transportation engineering solutions; maintains key strategic relationships with regulatory agencies and other business partners; conducts value engineering, quality assurance and other review activities; develops tools, techniques, analysis and performs specialized support to Region project delivery in direct work for transportation infrastructure projects.

b. Describe the primary purpose of this position, and how it functions within this program.

Complete this statement. The primary purpose of this position is to:

This position is responsible for leadership and management of the Right of Way Section through which it directs and administers several major statewide programs and functions for ODOT including: Land Acquisition, Condemnation and Relocation; Property Management Programs, Railroad & Utility Relocation, Access Management Remedies and the Outdoor Advertising Sign Programs. This position requires specialized mastery of each program and function as well as management knowledge and executive ability to deal with broadly defined program areas requiring broad integration and coordination abilities. This position deals with broadly defined and variable situations that require a high level of analytical, interpretive, evaluative and/or constructive thinking skills.

This position directs all activities, sets policies, establishes training requirements, and is the recognized national expert/spokesman in the right of way field serving on national committees for the department. The position also is responsible for statewide program and system management for the Right of Way Section’s programs and functions and has final approval authority to carry out the objectives and goals of the agency as it relates to all of the above programs.
This position is responsible for providing supervision, monitoring of performance, establishing programmatic quality assurance programs, and ensuring that proper controls and procedures are in place to ensure proper expenditure of funds and compliance with all State and Federal laws, administrative rules and agency directives.

The Right of Way Section is responsible for administering the entire real property acquisition, property management, railroad and utility relocation and outdoor advertising programs for the Oregon Department of Transportation. The Right of Way Section contains 37.5 FTE and has a biennial budget of approximately $10.8 million, which includes land acquisition support, training, Technical Services and Highway Finance Office programs.

The Right of Way Section is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by Technical Services.

### SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function – for ADA purposes.

The following are general requirements for performance of the duties listed below: maintains regular and punctual attendance; contributes to a positive and productive work environment; establishes and maintains professional and collaborative working relationships with all contacts.

Be a respectful member of a team, which includes communicating and working effectively and appropriately with a variety of individuals or groups with diverse cultural beliefs, values and behaviors.

Be responsible for achieving the Department’s Affirmative Action goals through recruitment, selection and retention of protected class individuals. Promote and support the value the Department places on Equal Employment Opportunity (EEO), Affirmative Action (AA), Diversity and Working Guidelines through individual actions and interactions with employees, applicants, stakeholders, community partners, and landowners.

**Note:** If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>N/R/NC</th>
<th>E/NE</th>
<th>DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>65%</td>
<td>NC</td>
<td>E</td>
<td>Establishes and directs program goals and objectives, sets policies and standards, and assures compliance for all programs and functions related to property acquisition, condemnation, and relocation assistance under Public Law 91-646 (Uniform Act) as well as all applicable Oregon Laws. Responsible for ensuring internal controls through well established procedures, systems, and approval authorities for administration and expenditure of the Department’s $60-90 million biennial real property purchase budget. Reviews and qualifies all Right of Way Section Managers and Region ROW Program Managers to administer appropriate levels of authority in the efficient and effective delivery of all programs and functions. Establishes and directs program goals and objectives, sets policies and standards, and assures compliance for all Property Management Programs, which generate approximately $10 million per biennium through sales and leases of ODOT-owned property.</td>
</tr>
<tr>
<td>% of Time</td>
<td>N/R/NC</td>
<td>E/NE</td>
<td>DUTIES</td>
</tr>
<tr>
<td>-----------</td>
<td>--------</td>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>25%</td>
<td>NC E</td>
<td></td>
<td>Establishes and directs program goals and objectives, sets policies and standards, and assures compliance for the Outdoor Advertising Sign program which is responsible for approximately 1,600 statewide outdoor advertising signs. Through the effective administration of this program, the state is able to maintain approximately $45 million in federal funding. Establishes and directs program goals and objectives, sets policies and standards, and assures compliance for the both the Railroad and Utility Relocation Programs. The Railroad Program administers an estimated $10 million in biennial construction and maintenance contracts and acquires approximately $1.0 million in property each biennium. The Utilities Relocation program processes an estimated $3.0 million per biennium in reimbursements for the relocation of utilities. Both programs operate as a liaison between ODOT and all public and private railroads and utility companies. Reviews/approves/executes a variety of real estate related documents such as deeds, leases, property trades, jurisdictional transfer agreements, legal settlements, condemnation proceedings, initiation of lawsuits, etc. Resolves conflict between production and quality control units within the Right of Way Section and Regional offices and coordinates activities to ensure compliance with Federal Highway Regulations and State laws covering real property purchase, condemnation, disposal, outdoor advertising signs, railroad and utilities, and access management. Performs related duties required of a major section manager within the Department of Transportation. Develops, implements, monitors and audits the land acquisition and disposal programs to ensure compliance with all federal and state laws and statewide consistency in standards and practices. Develops, implements and monitors compliance with internal accounting and audit controls to ensure the integrity of the purchasing and payments process. Leads the strategic planning process for the Right of Way Section and all associated statewide programs. Serves as the positional leader of the Right of Way Section’s Management team and the Right of Way Leadership Team Evaluates the quality of service provided by the Right of Way Section by exercising overall responsibility for the issuance and review of all property owner opinion surveys by direct contact with the customers of the Section. Through delegation of ODOT’s Office of Procurement, administers all procedures, standards, and internal controls related to the procurement of appraisal services contracts and agreements required by both the Right of Way Section, and Region Right of Way Offices.</td>
</tr>
<tr>
<td>% of Time</td>
<td>N/R/NC</td>
<td>E/NE</td>
<td>DUTIES</td>
</tr>
<tr>
<td>-----------</td>
<td>--------</td>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>5%</td>
<td>NC</td>
<td>E</td>
<td>Represents the Department to the Legislature, citizen groups, Federal agencies, other State and local agencies, and professional organizations to explain policy, advocate acceptance of Department actions, and to suggest change in the area of real property acquisition, condemnation and relocation; property management programs; railroad and utilities relocation program, and the outdoor advertising sign program.</td>
</tr>
<tr>
<td>5%</td>
<td>NC</td>
<td>E</td>
<td>Assist in development of Department and Technical Services' direction, procedures, and policies. Assists in Technical Services-wide programs. Participate in the Technical Services Management Team and other teams or business-line teams (i.e. AMLT) and committees as appropriate. Fulfill assignments requested by the Technical Services Manager, Highway Division Administrator, and ODOT Director and Deputy Director.</td>
</tr>
</tbody>
</table>

100%

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

The acquisition of real property and relocation of displaced families and/or their personal belongings is the last step in the project development process before actual construction occurs. As such, the pressure to complete this function in time for project contract lettings presents deadlines that are continually stressful. This position is called upon to resolve some of the most complex, high risk and sensitive property acquisitions and relocations. This requires development of an atmosphere of cooperation and maintaining a good working relationship and continued open communication in adversarial situations. In these situations, the ability to be adaptive, analytical, skilled at problem solving and decisive is of paramount importance. The same skills are needed to successfully manage the Property Management, Outdoor Advertising Signs and Railroad and Utility Relocation programs. Each program is heavily regulated, highly political, financial sensitive and is always subject to lawsuits. The ability to successfully resolve these varied issues in a win-win manner is of paramount importance to the department.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Department of Transportation Right of Way Manuals
- Federal Highway Program Manuals and Policies
- State highway laws
- All laws and documents relative to the acquisition of real property and relocation assistance
- All laws and documents relative to property disposal & leases
- All laws relative to the Highway Beautification Act
- Department of Administrative Services' Administrative Rules, Personnel Rules and Policies
- ODOT Policies and Procedures
- State Accounting procedures
- State Procurement Rules and Regulations
- Union contracts and personnel rules
b. How are these guidelines used?

These resource documents provide guidance on various aspects of purchasing and disposing of real property, railroad and utility transactions, Outdoor Advertising Sign laws, and Property Management functions. However, they form only a framework within which these activities take place. The more complicated transactions require the negotiation of purchase agreements committing the Department to the expenditure of millions of dollars. Crafting agreements that meet the often unique needs of each negotiation while remaining inside this framework requires the ability to be creative and flexible in devising solutions to the problems presented by property owners, developers and local and state government officials.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

<table>
<thead>
<tr>
<th>Who Contacted</th>
<th>How</th>
<th>Purpose</th>
<th>How Often?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ODOT Region Staff</td>
<td>Phone, email, in person, meetings</td>
<td>Information/recommendations/discuss policy</td>
<td>Daily</td>
</tr>
<tr>
<td>DOT Section Heads and Region Managers</td>
<td>Oral &amp; Written</td>
<td>Management of the Transportation Improvement Plan</td>
<td>Daily</td>
</tr>
<tr>
<td>Subordinate Section and Unit Supervisors</td>
<td>Oral &amp; Written</td>
<td>Provide direction, coaching and counseling</td>
<td>Daily</td>
</tr>
<tr>
<td>Property Owners</td>
<td>Oral &amp; Written</td>
<td>Negotiation and/or general purpose communications</td>
<td>Daily</td>
</tr>
<tr>
<td>Consultants</td>
<td>Oral &amp; Written</td>
<td>Management of consultants</td>
<td>Daily</td>
</tr>
<tr>
<td>Government Officials</td>
<td>Oral &amp; Written</td>
<td>Information exchange and/or general purpose communications</td>
<td>Daily</td>
</tr>
<tr>
<td>PEM H</td>
<td>Written &amp; verbal</td>
<td>To discuss problems and solutions as issues arise</td>
<td>As Needed</td>
</tr>
</tbody>
</table>

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 7. POSITION RELATED DECISION MAKING

a) Describe the typical decisions of this position.

This position is the approval authority, as authorized for the Oregon Transportation Commission, for all real estate transactions for the Oregon Department of Transportation. This includes legal settlements recommended by DOJ Trial Attorneys for payment for real estate acquired for the department’s statewide land acquisition program. This position also authorizes the initiation of filing of all condemnation complaints when agreements cannot be reached with the property owner in a timely fashion. In addition, this position makes decision-settling lawsuits filed by and against the Department where the amounts at risk may well exceed the overall benefits to the program area. This position also makes decisions relative to the management of properties owned by the Department, including repairs, rental payments, leases, sales, etc.

b) Explain the direct effect of these decisions.

In addition to the monetary impact, these decisions can affect the perception of the Department’s efficiency and fairness amongst the public. This position is the final decision maker in all these circumstances and the decisions must often be made under considerable pressure and in a timely manner so as to meet all the requirements of a program as large as that of the Departments of Transportation.
SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Position No.</th>
<th>How</th>
<th>How Often</th>
<th>Purpose of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEM H</td>
<td>1011003</td>
<td>Written &amp; Verbal</td>
<td>As Needed</td>
<td>To discuss problems and to keep abreast of progress and problems to be solved, as well as discuss department goals &amp; policies</td>
</tr>
<tr>
<td>Performance Appraisal</td>
<td></td>
<td></td>
<td>Yearly</td>
<td>Feedback on performance plan</td>
</tr>
<tr>
<td>PEM I</td>
<td>1011001</td>
<td>Written &amp; verbal</td>
<td>As needed</td>
<td>To discuss problems and solutions as issues arise</td>
</tr>
</tbody>
</table>

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

SECTION 9. OVERSIGHT FUNCTIONS FOR MANAGEMENT SERVICE SUPERVISORY (MMS) POSITIONS ONLY

a. How many employees are directly supervised by this position?  
   How many employees are supervised through a subordinate supervisor?  
   4  
   35  

b. Which of the following activities does this position do?  
   - Plan work  
   - Assigns work  
   - Approves work  
   - Responds to grievances  
   - Disciplines and rewards  
   - Coordinates schedules  
   - Hires and discharges  
   - Recommends hiring  
   - Gives input for performance evaluations  
   - Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

- Strong real estate background
- Specialized master of all aspects of the Right of way field
- Proven track record of progressively high level management positions
- Strong leadership and problem solving skills

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

<table>
<thead>
<tr>
<th>Operating Area</th>
<th>Biennial Amount ($00000.00)</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Personal Services; Services &amp; Supplies; Capital Outlay)</td>
<td>$8,742,169</td>
<td>Indirect</td>
</tr>
</tbody>
</table>

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.
DESIGNATION OF NAME-BASED CRIMINAL BACKGROUND CHECK (CBC) REQUIREMENT:
Review the criteria below. Indicate if the position is assigned these duties or responsibilities. If one or more boxes is checked yes, a CBC is required prior to filling the position.
The employee in this position…

1. Provides information technology (IT) services and has control over access to Department information technology systems that could allow the individual to harm these systems or the information contained within the systems. This relates to having responsibilities that involve development, programming, installation, maintenance or other technical aspects related to Department hardware and software. It is not intended to include positions with responsibilities that only utilize IT systems, such as entering and retrieving data. □ Yes □ No

2. Has responsibility for receiving, receipting, or depositing money or negotiable instruments. □ Yes □ No

3. Has responsibility for payroll functions. □ Yes □ No

4. Has responsibility for purchasing or selling property, or has access to private property in the Department’s custody (such as Right of Way and Facilities). It is not intended to include positions with responsibilities that may involve simply being on private property to perform certain duties. □ Yes □ No

5. Has access to personal identification information about employees or members of the public, including Social Security numbers, date of birth, driver license numbers, medical information, personal financial information or criminal background information. □ Yes □ No

DESIGNATION OF NAME-BASED AND FINGERPRINT-BASED CRIMINAL BACKGROUND CHECK (CBC) REQUIREMENT:
Review the criteria below. Indicate if the position is assigned these duties or responsibilities. If one or more boxes is checked yes, both a name-based and a fingerprint-based CBC are required prior to filling the position.
The employee in this position…

1. Has tasks associated with the verification, data entry, or modification of driver identity information. □ Yes □ No

2. Has access to driver or customer systems that would permit the entry or modification of driver identity information. □ Yes □ No

3. Has tasks associated with taking, reviewing, or accepting photos for driver licenses and identification cards. □ Yes □ No

4. Is a supervisory or management position that can affect the work of employees who perform any of these tasks. □ Yes □ No

CJIS

5. Has unescorted access to unencrypted criminal justice information or unescorted access to physically secure locations or controlled areas. □ Yes □ No

SECTION 11. ORGANIZATIONAL CHART
Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, and employee name and position number.

SECTION 12. SIGNATURES

____________________  ______________________  ______________________  ______________________
Employee Signature       Date                   Supervisor Signature       Date

____________________  ______________________
Appointing Authority Signature       Date                   Printed Name of Appointing Authority