



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RIGHT-OF-WAY SUPERVISOR	39	A	7.412
RIGHT-OF-WAY AGENT III	36	B	7.436
RIGHT-OF-WAY AGENT II	34	B	7.437
RIGHT-OF-WAY AGENT I	32	B	7.443

SERIES CONCEPT

Right-of-Way Agents appraise, acquire, relocate, clear, and manage real property for the State and, as requested, its political subdivisions. As such, the statutory knowledge base includes State and federal laws and regulations.

Prepare and publish narrative appraisal reports on properties, in both the before and after condition for determination of compensation which becomes the basis for negotiating acquisition of rights-of-way; prepare appraisal reports for the disposal of surplus property and the establishment of economic rent for leases, licenses and rental properties managed by the department to meet the Uniform Standards of Professional Appraisal Practice.

Negotiate agreements with property owners to acquire various interests in real property; ensure fair and equal treatment to the public; review accuracy of all collected data; prepare appropriate documents; initiate contact with property owners and conduct discussions; solve department and/or owner problems related to projects and acquisitions; prepare closing documents and transfer funds or present account of negotiations to review board; recommend condemnations.

Continue negotiations in coordination with legal counsel and may assist counsel in reaching settlements or preparing for trial; may act as an expert witness in court; apply real estate planning and development practices, engineering and law concepts and natural resource factors related to the appraisal and acquisition of land.

Provide relocation assistance to persons, businesses, farms, public agencies, and non-profit organizations which are to be displaced as a result of acquisition; determine individual relocation needs; supervise moving crews; obtain related bids from movers and contractors, arrange schedules; analyze comparable dwellings and select proper dwelling to calculate the entitlement base and coordinate these actions with escrow officers, bankers, real estate brokers and attorneys, ensuring that all necessary payments are made in accordance with State and federal laws.

Manage acquired properties; inspect, verify inventories, compute values for owner's retention and public auctions, and arrange for maintenance and repairs; write rental agreements, commercial, multi-use, and airspace leases and licenses, and process evictions; conduct public auctions, direct sales of surplus properties, and solicit bids for contracts; prepare contract documents and inspect work prior to final payment.

Conduct research in a variety of areas; gather and compile information into reports and respond to questions from property owners, attorneys and others in person, by telephone, letter, and at public hearings.

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Page 2 of 6

SERIES CONCEPT (cont'd)

Coordinate relocation and adjustment of affected utility and railroads by agreement; review and interpret contracts and plans; identify the type and location of utility; ensure they are included in the design division's construction plans; make contact with public and private utility companies to coordinate relocations and verify ownership of facilities; research and determine prior rights; research and determine access rights to rights-of-way; verify cost estimates provided for the relocation of utility; coordinate relocation agreements ensuring construction plans and work are completed on schedule; verify billings; and process purchase orders for payment.

Manage and control outdoor advertising and junkyards along designated highways pursuant to federal, State and local laws and regulations; review inspection reports and issue or deny requests for sign permits.

Provide written and oral presentations as required.

Review proposed legislation and the potential impact on right-of-way operations.

Draft and review regulations as required.

Perform related duties as assigned.

CLASS CONCEPTS

Right-of-Way Supervisor: Under general direction, incumbents train, supervise and evaluate the performance of lower level Right-of-Way Agents and other personnel as assigned; assign and review projects; ensure work is performed according to established standards of accuracy and timeliness; provide technical expertise and guidance regarding sensitive issues and problems. Incumbents also request allocation of funds for relocations, manage expenditures for supplies and equipment, and request/recommend funds for training.

This is the supervisory level in the series. It is distinguished from Right-of-Way Agent III by supervision of Review Appraisers, lower level Right-of-Way Agents, utility inspectors, and/or by direction of a functional specialty within the division such as condemnation or appraisal review.

Right-of-Way Agent III: Under general direction, incumbents, in addition to performing the full range of duties described in the series concept, function independently in at least three of the following right-of-way disciplines: property appraisal, negotiations, relocation assistance, property management, and utility/railroad relocation. Incumbents at this level frequently and regularly serve as project managers with responsibility for project status reporting, coordination of activities with other disciplines and divisions, project timelines, and consultant contract administration. They also function as leadworkers for other right-of-way staff assigned to projects and provide guidance to local public agencies regarding right-of-way issues. This is the advanced journey level in the series.

Right-of-Way Agent II: Under general direction, incumbents perform the full range of duties described in the series concept and function proficiently in at least two of the following right-of-way disciplines: property appraisal, negotiations, relocation assistance, property management, utility/railroad relocation, and may provide direction to less experienced agents, other department personnel and to other public and private entities for various projects. This is the journey level class in the series.

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RIGHT-OF-WAY AGENT I	32	B	7.443

Page 3 of 6

CLASS CONCEPTS (cont'd)

Right-of-Way Agent I: Under direct supervision, incumbents perform the full range of duties described in the series concept and function proficiently in at least one of the following right-of-way disciplines: property appraisal, negotiations, relocation assistance, property management and utility/railroad relocation. This is the entry level in the series and provides for semi-automatic progression to the Right-of-Way Agent II upon meeting the minimum qualifications, satisfactory performance and with the recommendation of the hiring authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

RIGHT-OF-WAY SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, real estate, mathematics or related field and four years of progressively responsible professional experience in right-of-way operations directly applicable to the position being filled; **OR** four years of experience as a Right-of-Way Agent II and/or two years as a Right-of-Way Agent III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: appraisal methods, principles, practices and requirements including the Uniform Standards of Professional Appraisal Practice; railroads and utility as related to right-of-way negotiations; the impact of the Beautification Act on outdoor advertising and junkyard control; acquisition techniques, relocation procedures, property management functions and condemnation processes. **General knowledge of:** basic budgeting practices and right-of-way project management. **Ability to:** coordinate activities with division and department management, legal counsel and local public agencies; develop policies and procedures; effectively lead and direct staff in the performance of their duties; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: federal and State laws, regulations and industry standards related to the responsibilities of the section. **Working knowledge of:** policies, procedures, and laws regarding the right-of-way disciplines of appraisal, appraisal review, acquisition, relocation, property management, condemnation coordination, and utility and/or railroad relocation; the division's budgetary process; supervisory techniques including disciplinary processes, employee evaluation and the development of work performance standards; Rules for State Personnel Administration, department and division policy and procedures; contract development, negotiation and administration; the legislative process and the enactment of administrative code. **General knowledge of:** the principles of engineering, drafting, calculating, preparing plans; and court procedures for condemnation. **Ability to:** train, supervise and evaluate the performance of assigned professional staff.

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RIGHT-OF-WAY AGENT I	32	B	7.443

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

RIGHT-OF-WAY AGENT III

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, real estate, mathematics or related field and four years of professional experience in real property appraisal, planning and zoning, escrow and title, real estate, tax assessment, real estate development, or similar area, two years of which directly included right-of-way operations in a public agency; **OR** two years of experience as a Right-of-Way Agent II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: technical and legal terminology and descriptions relating to real estate; the Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 as amended and other applicable State and federal laws, statutes, policies and procedures. **Working knowledge of:** appraisal and acquisition principles and procedures. **Ability to:** perform difficult assignments in appraisal, acquisition, relocation, property management, and utility and/or railroad relocation; make project presentations and conduct complex negotiations; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: railroads and utility as related to departmental projects; appraisal methods, principles, practices and requirements including the Uniform Standards of Professional Appraisal Practice. **Working knowledge of:** State and federal statutes, regulations and industry standards pertinent to the appraisal, acquisition, relocation, clearance and management of land and the disposal of property acquired under the power of eminent domain for transportation purposes; the impact of the Beautification Act on outdoor advertising and junkyard control; acquisition principles as related to eminent domain and right-of-way project management. **Ability to:** work independently and lead a team to attain departmental goals; perform the more complex right-of-way assignments; gather facts and reach conclusions and resolutions.

RIGHT-OF-WAY AGENT II

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, real estate, mathematics or related field and two years of professional experience in right-of-way operations, real property appraisal, planning and zoning, escrow and title, real estate, tax assessment, real estate development, or similar area; **OR** one year of experience as a Right-of-Way Agent I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: property rights and real estate legal descriptions; technical and legal terminology and documents related to real estate law; algebra, geometry and technical math necessary to comprehend and explain construction plans and real property related maps and documents. **General knowledge of:** State and federal statutes pertinent to the acquisition of land and the disposal of property acquired for right-of-way; federal regulations regarding relocation assistance; technical and legal terminology and documents relating to appraisal of property, practices of appraisal, Code of Federal Regulations; Nevada Revised Statutes, and right-of-way policies and procedures. **Knowledge of:** engineering methods and practices in relation to highway surveys and basic design concepts and issues related to industrial relocation projects. **Ability to:** plot and locate parcels; operate a personal computer and related software in order to graph, chart and analyze data, develop correspondence and prepare reports; *and all knowledge, skills and abilities required at the lower level.*

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Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

RIGHT-OF-WAY AGENT II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: technical and legal terminology, documents, descriptions, etc., relating to real estate and real property; real estate law and title. **Ability to:** perform assignments in right-of-way program areas, including appraisal, acquisition, relocation, property management, utility and/or railroad relocation; make presentations and/or conduct negotiations with groups or individuals.

RIGHT-OF-WAY AGENT I

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, real estate, mathematics or related field and one year of professional or technical experience in real property appraisal, planning and zoning, escrow and title, real estate, property management or similar experience which included data analysis, preparation of reports, researching information, and frequent communication with others; **OR** two years of experience as an Engineering Technician III in Nevada State service relevant to right-of-way activities; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: title search practices; basic engineering principles and practices related to right-of-way disciplines; real property negotiation techniques; land use planning and zoning; algebra, geometry and basic math calculations; terminology, documents and descriptions used in appraisals of property and highway construction techniques regarding soil conditions and terrain. **Basic knowledge of:** federal statutes pertinent to the acquisition of land and the disposal of property acquired for transportation purposes; technical and legal terminology, documents, descriptions, relating to appraisals of property and water rights laws. **Ability to:** analyze a variety of information and take/recommend appropriate action; operate a personal computer and related software in order to graph, chart and analyze data, develop correspondence and prepare reports; gather and analyze market data; compose business correspondence and reports; communicate effectively both orally and in writing; establish and maintain positive and cooperative working relationships with others; work independently and as part of a team; read and interpret plans, maps and drawings.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State and federal statutes pertinent to the acquisition of land and the disposal of property acquired for transportation purposes; technical and legal terminology and documents relating to appraisal of property, real estate laws, and principles and practices of appraisal. **General knowledge of:** real estate law; relocation cost estimating; appraisal and/or property management methods, principles and practices; the various types of materials used in the utilities industry; accounting principles and practices for auditing billing records for relocation projects; railroad operations and safety issues regarding signal locations and crossings; Nevada Revised Statutes, Nevada Administrative Code, department policies and procedures related to right-of-way; property rights, real estate legal descriptions and transfer of property. **Ability to:** conduct title searches; negotiate contracts and prepare documents; conduct field inspections of right-of-way; identify and locate various types of public and private utilities and railroad installations; read, interpret, and explain engineering, construction, and utility design plans, profiles, and cross sections, and other technical data.

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RIGHT-OF-WAY AGENT III	36	B	7.436
RIGHT-OF-WAY AGENT II	34	B	7.437
RIGHT-OF-WAY AGENT I	32	B	7.443

Page 6 of 6

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.412</u>	<u>7.436</u>	<u>7.437</u>	<u>7.443</u>
ESTABLISHED:	03/01/72	8/11/95UC	01/01/61	01/01/61
REVISED:			05/11/64	05/11/64
REVISED:			10/21/71	10/21/71
REVISED:	02/26/76		02/26/76	02/26/76
REVISED:			07/08/77	
REVISED:				08/25/77
REVISED:			06/18/81-3	06/18/81-3
REVISED:	07/01/93P		07/01/93P	07/01/93P
REVISED:	09/24/92PC		09/24/92PC	09/24/92PC
REVISED:			11/17/93UC	
REVISED:	8/11/95UC		8/11/95UC	8/11/95UC
REVISED:	5/3/96UC	5/3/96UC	5/3/96UC	5/3/96UC
REVISED:	7/5/02UC	7/5/02UC	7/5/02UC	7/5/02UC
REVISED:	9/26/14RNC	9/26/14RNC	9/26/14RNC	9/26/14RNC