



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>
CHIEF, RIGHT-OF-WAY	44	A	7.403
DEPUTY CHIEF, RIGHT-OF-WAY	43	A	7.404

SERIES CONCEPTS

Under general administrative direction from the Assistant Director of Engineering, the Chiefs, Right-of-Way administer statewide right-of-way programs for the Nevada Department of Transportation (NDOT).

Participate in public hearings, meetings and conferences, as needed, to explain right-of-way program processes, resolve concerns and problems, and present NDOT's position regarding right-of-way projects.

Represent division at departmental management meetings.

Perform related duties as assigned.

CLASS CONCEPTS

CHIEF, RIGHT-OF-WAY

Oversee the administration of the Right-of-Way Division; establish objectives and goals, including the work program, ongoing projects and public service activities.

Identify, analyze, interpret and track complex federal and State legislation; provide feedback to the department, local agencies, legislators and federal officials; coordinate and respond to legislative inquiries; prepare testimony for public hearings; strive to ensure the department's programs are not adversely affected.

Monitor, initiate, and implement changes to federal and State laws and regulations and industry standards regarding right-of-way matters and develop department policies and procedures to ensure continued compliance as well as the effectiveness and efficiency of operations.

Direct development of the statewide division budget including capital outlay for land, improvements, damages to land, consultant fees, equipment, training, travel and supplies; review and approve/disapprove division operating expenses and purchases to ensure adherence to budgetary limits.

Review staffing requirements, approve recruitment activities, make appointments to new or vacant positions, and approve performance appraisals, promotions, and disciplinary actions.

Present condemnation and disposal of surplus property actions to the State Transportation Board of Directors at public meetings and make other presentations as required.

DEPUTY CHIEF, RIGHT-OF-WAY

Provide direction to, and review the performance of, subordinate managers and supervisors in the daily administration of right-of-way programs throughout the State including appraisal, acquisition and negotiation, to include the recommendation of administrative settlements, condemnation, property management, relocation

CLASS CONCEPTS (cont'd)

DEPUTY CHIEF, RIGHT-OF-WAY (cont'd)

assistance, engineering and utility/railroad relocation to ensure continuity, consistency and compliance with policies, procedures, laws and regulations.

Recommend recruitment activities and appointments to new or vacant positions, and recommend performance appraisals, promotions, and disciplinary actions.

Review and approve payment vouchers for right-of-way property purchases, property management expenses, relocation assistance payments, consultant contract fees and utility and/or railroad relocation expenses.

Provide information to the Transportation Board of Directors, legislative committees, local agencies and the public.

Oversee disposal of surplus property actions and make other presentations to the State Transportation Board of Directors as required.

Sign all right-of-way and utility certifications to pertinent authorities prior to bid advertisements for highway construction projects.

Prepare budget recommendations for the division including capital expenditures, equipment and training; approve and/or recommend approval of expenditures related to the program.

Coordinate the operations of division sections conducting administrative services and right-of-way control including establishing and recommending division policies and procedures and determining priorities.

When necessary and required, act on behalf of the Chief, Right-of-Way Agent.

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.

CHIEF, RIGHT-OF-WAY

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, real estate, finance, economics or related field and seven years of progressively responsible right-of-way experience, three years of which was administering one or more major activities of a comprehensive right-of-way program; **OR** one year of experience as a Deputy Chief, Right-of-Way in Nevada State service; **OR** two years of experience as an Assistant Chief, Right-of-Way in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirement*)

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

Detailed knowledge of: other governmental agencies affecting right-of-way activities; department mission, goals and work program as related to right-of-way activities. **Working knowledge of:** federal regulations pertinent to the appraisal, acquisition, relocation assistance, management and disposal of property acquired for right-of-way; departmental programs and goals related to Equal Employment Opportunity/Affirmative Action; applicable sections of the State Administrative Manual, Nevada Administrative Code and Rules for State Personnel Administration; the State budgetary process. **Ability to:** present and provide expert testimony on proposed legislation that may impact the department/division; coordinate activities of various right-of-way

MINIMUM QUALIFICATIONS (cont'd)

CHIEF, RIGHT-OF-WAY (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
sections, legal counsel and local public agencies to ensure timely completion of multiple projects; review and analyze reports on division activities including project status for upper management; *and knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: State regulations, agency policy and procedure and/or federal laws that pertain to the administration of right-of-way activities. **Ability to:** maintain cooperative working relationships with the State Transportation Board, government officials, the federal government, and the general public.

DEPUTY CHIEF, RIGHT-OF-WAY

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, real estate, finance, economics or related field and six years of progressively responsible right-of-way experience, two years of which was administering one or more major activities of a comprehensive right-of-way program; **OR** one year of experience as an Assistant Chief, Right-of-Way in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: management and supervisory techniques including disciplinary processes, employee evaluation and the development of work performance standards; technical and legal terminology, documents and descriptions related to right-of-way; contract development, negotiation and administration; 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 legislative process and the enactment of administrative code; real estate law, and real estate industry standards and practices pertinent to the appraisal, acquisition, finance, conveyance, titling, management and disposal of real property. **General knowledge of:** fiscal management, general accounting and business practices; the principles of real estate appraisal, land economics, land development and real estate investment; theory, principles, and practices of management including strategic planning. **Ability to:** adequately comprehend and explain right-of-way maps and plans; assist in the development of division goals, objectives, operating policy and procedure; provide leadership in achieving established goals and objectives; communicate program goals, policy and procedures effectively both orally and in writing; make presentations to groups of various size; analyze information, problems, situations, practices or procedures to define problems or objectives; plan, organize, coordinate and manage professional and/or technical staff on a Statewide basis engaged in right-of-way related activities; direct or conduct complex negotiations with property owners or their attorneys; analyze problems and develop and recommend effective solutions; establish and maintain positive and effective working relationships with others at all levels within and outside the agency; preside over administrative appeals and make appropriate determinations; manage multiple high-profile right-of-way projects and transactions; draft proposed legislation that affects programs; supervise and evaluate the performance of subordinate managers and administrative staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Chief, Right-of-Way.)

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.

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