



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>
STAFF SPECIALIST, RIGHT-OF-WAY	37	B	7.428

Under general direction, Staff Specialists in the Right-of-Way Division of the Department of Transportation participate in developing, formulating, and coordinating statewide programs, policies and procedures related to areas such as acquisition, relocation assistance, appraisal, property management, utilities/railroad relocation, and occupancy permits.

Research, evaluate and interpret federal and State statutes related to assigned programs and develop, recommend and implement policies and procedures in order to maintain the department's compliance with them.

Update and maintain policies and procedures in program manuals in order to reflect federal and State statutes.

Develop and/or revise forms, legal documents and brochures in order to provide necessary resources for right-of-way staff, other agencies and the public.

Act as a liaison with departmental divisions and other federal, State and local public agencies on matters relating to programs.

Conduct studies, audits and research and prepare reports for use by management, federal agencies and others.

Review and recommend approval of, or amendments to, engineering and architectural plans for non-highway improvements in the right-of-way in conjunction with requests for leases and licenses prior to requesting other departmental approvals and final approval from the Federal Highway Administration.

Review and audit various right-of-way transactions and work products to ensure compliance with appropriate regulations and department policies; assess consultant contract provisions, successes and the need for future modifications.

Review, evaluate and oversee program operations; serve as program advisor to professional staff and management; provide expertise to claims staff in using newly developed or ongoing industry practices; assess program quality and results.

May serve as a member of committees and review boards to develop recommendations for action.

Develop, arrange and conduct training for department staff and other public agencies concerning right-of-way issues, transactions, activities, and the interpretation of new or revised laws and regulations.

Participate as needed in right-of-way activities pertinent to the assignment.

Perform related duties as assigned.

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.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, real estate, mathematics or related field, and three years of progressively responsible professional experience analyzing and resolving right-of-way issues and conducting right-of-way transactions for federally funded projects; **OR** one year of experience as a Right-of-Way Agent III in Nevada State service; **OR** three years of experience as a Right-of-Way Agent II 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):

Knowledge of: federal and State statutes, regulations and industry standards pertinent to the appraisal and acquisition of real property, relocation assistance, property management, and utility/railroad relocation; technical and legal terminology, documents and descriptions related to real estate; real estate and title law; Uniform Standards of Professional Appraisal Practice; the Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 as amended; the Telecommunication Act of 1996; the Beautification Act and effects on outdoor advertising and junkyard control regulations; contract development, negotiation and oversight. **Ability to:** operate a personal computer and related software to graph, chart and analyze data, develop correspondence and prepare reports; compose written materials such as policies, procedures, recommendations and reports; develop and review draft legislation; analyze problems and develop and recommend effective solutions; coordinate and implement training programs; negotiate contracts and agreements; interpret and explain technical documents applicable to assigned programs; communicate effectively both orally and in writing. **Skill in:** operational components associated with rights-of-way and property.

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

Knowledge of: all federal and State codes and regulations applicable to assigned program area. **Skill in:** planning, researching, evaluating and revising policies and procedures consistent with pertinent legislation and statutes impacting departmental manuals and program areas.

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.

7.428

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REVISED: 02/26/76
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