

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

A. GENERAL INFORMATION

1. Date

August 10, 2026

2. Department

Transportation

3. Organizational Placement (Division/Branch/Office Name)

District 5 Right of Way & Land Surveys

4. CEA Position Title

Deputy District Director - Right of Way & Land Surveys

5. Summary of proposed position description and how it relates to the program's mission or purpose.
(2-3 sentences)

The Deputy District Director, Right of Way and Land Surveys (DDD) is responsible for District policy development and implementation, management, direction, and coordination of the operations of the Division of Right of Way & Land Surveys. DDD makes final decisions related to Right of Way and Land Surveys issues within complex transportation projects prepared by District staff, local agencies, and/or consultant staff. DDD is accountable for delivery of quality, timely, and cost effective construction projects. DDD recommends, develops, and implements policies and procedures to establish work standards and implements work priorities for the division; organizes and directs the activities of staff; resolves highly technical or sensitive problems and administrative and personnel matters. DDD is an integral part of the District's Executive Team, working with that team to set District priorities, work standards, goals, and objectives.

6. Reports to: (Class Title/Level)

District 5 Director - CEA B

7. Relationship with Department Director (Select one)

- ☐ Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- ☒ Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain):

Member of District 5 Executive Management team and a representative of Caltrans statewide leadership through statewide functional management boards that review, adapt, and develop policies to meet program needs.

8. Organizational Level (Select one)

- ☐ 1st ☐ 2nd ☐ 3rd ☒ 4th ☐ 5th (mega departments only - 17,001+ allocated positions)

B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

Serves as the Deputy District Director, Right of Way and Land Surveys (DDD) and is responsible for District policy development and implementation, management, direction, and coordination of the operations of the Division of Right of Way & Land Surveys. DDD makes final decisions related to Right of Way and Land Surveys issues within complex transportation projects prepared by District staff, local agencies, and/or consultant staff. DDD is accountable for delivery of quality, timely, and cost effective construction projects. DDD recommends, develops, and implements policies and procedures to establish work standards and implements work priorities for the division; organizes and directs the activities of staff; resolves highly technical or sensitive problems and administrative and personnel matters. DDD is an integral part of the District's Executive Team, working with that team to set District priorities, work standards, goals, and objectives.

DDD develops and implements policies required to lead the District's Division of Right of Way & Land Surveys. Incumbent provides direction on operating procedures, implementation of programs, and management techniques impacting the goals and objectives of the division in alignment with Caltrans' strategic plan. Incumbent participates in policy development to guide transportation plans, programs, and projects; participates in the development of statewide technical policies by providing expert advice and input to all levels of department management. DDD is responsible for meeting the District's project delivery goals and milestones, as well as assisting local agencies deliver their projects.

DDD plans, organizes, directs and evaluates the business activities of the Right of Way and Land Surveys division, including establishing goals and objectives for the division, and regularly monitoring the progress of meeting established goals and objectives in alignment with both Caltrans' Strategic Plan and the division's program budget resources. DDD is responsible for ensuring all required analysis is completed so that issues are resolved and projects are within scope, time, and budget. DDD develops and implements key policy and organizational changes, guidelines, and procedures to ensure accountability and responsibility for project development and delivery. Incumbent develops, coaches, and trains staff through effective leadership, delegates work assignments, evaluates performance of subordinates, determines training needs and succession planning, and addresses personnel issues in the division.

DDD represents and makes decisions on behalf of Caltrans at public hearings/meetings involving highly sensitive and/or controversial issues and represents Caltrans at public conferences and meetings with federal, state, and local officials; regional and local planning agencies and authorities; special interest and advocate groups; elected officials; stakeholders; and private business representatives on issues relating to right of way and land surveys aspects of delivering transportation projects and services.

DDD advises the District Director on all matters related to the Division of Right of Way & Land Surveys, and is responsible for direct resolution of highly technical and politically sensitive issues impacting transportation projects. DDD participates as a member of the District's Executive Team by contributing, developing, and implementing the strategic plan and leadership of the district, as well as developing, formulating, and establishing District policies. DDD ensures the District is in compliance with federal, state, and local laws, rules, and regulations related to Right of Way and Land Surveys work.

B. SUMMARY OF REQUEST (continued)

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- ☒ Program is directly related to department's primary mission and is critical to achieving the department's goals.
- ☐ Program is indirectly related to department's primary mission.
- ☐ Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: Caltrans' District 5 Right of Way and Land Surveys Division is committed to delivering projects to create a thriving and connected California, while improving lives and communities through transportation.

The program is responsible for acquiring, managing, and conveying property rights in accordance with state and federal laws, regulations, and sound business practices, while meeting its dual fiduciary role to balance public interest with the rights of private property owners. This fiduciary responsibility requires employees of this division to act as stewards of public funds while ensuring that property owners, tenants, and business owners affected by transportation projects are treated fairly, equitably, and receive all entitlements to which they are legally entitled.

B. SUMMARY OF REQUEST (continued)

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

Recent organizational changes within District 5 and Caltrans' Central Region have created a need to establish this new CEA position. Currently, the Right of Way Division is temporarily led by a Supervising Right of Way Agent as we wait for the establishment of the new CEA position. As of August 1st, Land Surveys staff will be reporting directly to District 5, and the intent will be to bring both Right of Way and Land Surveys staff under one division managed by a single Deputy District Director (this new CEA). Creating this CEA is essential to ensure there is appropriate leadership for the Right of Way and Land Surveys division within the District.

C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

1. Property Appraisals - Policy and procedures must be developed and maintained to meet State and federal laws regarding the appraisal process of property to be acquired that ensures fair, consistent and equitable treatment of effected owners; and provides appraisals that are defensible and do not unnecessarily subject the State to additional liabilities in condemnation cases nor paying beyond fair market values for said acquisitions.

2. Acquisition of Property - Policy and procedures must be developed and maintained to meet State and federal laws regarding the acquisition process of property to be acquired that ensures fair, consistent and equitable treatment of affected owners; determines when condemnation is initiated; and when administrative settlements should be approved. The DDD must manage a delicate balance between what the State pays for property in administrative settlements versus the State's exposure to delay claims from the contractor for not delivering needed parcels for construction. These business decisions have huge ramifications to the successful delivery of the State's transportation system, both in terms of cost and timing of completion.

3. Relocation of Residences, Businesses and Utilities - Policy and procedures must be developed and maintained to meet State and federal laws regarding the relocation of residents, businesses and tenants that occupy property to be acquired that ensures fair, consistent and equitable treatment of all. Policies must ensure that elements considered for reimbursement are eligible under State and federal law; are appropriately classified, and are not duplicative under the acquisition transaction. Decisions under these policies will be heavily audited by the federal government to verify the validity of federal funds expended on the project.

4. DDD has a lead role in developing new policies and procedures for utility relocations in the District and must establish good working relationships with utility partners along with communication matrices and escalation ladders. Incumbent also leads a team of functional managers to assess current utility relocation practices and to develop roles and responsibilities in construction procedures.

C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position's scope and nature of decision-making authority?

The Deputy District Director (DDD) directly manages Supervising Right of Way Agents and Supervising Transportation Surveyors, and indirectly supervises and leads the Division of Right of Way & Land Surveys, which consists of multi-disciplinary staff performing a variety of right of way and land surveying activities. DDD may also be expected to lead teams of Office Chiefs, from all District Divisions, on special assignments as needed.

The DDD represents Caltrans in meetings and dealings with federal, state, regional and local agencies concerning the scope of the District's transportation program. The incumbent must establish and maintain good working relationships with management and staff at all levels in the District, HQ, other divisions, and other Districts. In addition, the incumbent's activities and those of the Division of Right of Way & Land Surveys involve interaction with the general public concerning the impacts of transportation projects and actions on individuals and communities.

The DDD is directly responsible to the District Director and is a key management member of the District. This position is a member of, and advises the Executive Management Team on Right of Way and Land Surveys activities to ensure that the following functions and related policies are developed and implemented appropriately and in the best interest of the Department: Budget execution, consultant scope and contract management, permits to enter, costs estimates, appraisals, fair market determinations, offers of just compensation, negotiations, acquisition, relocation assistance, title and escrow functions, property management, third party coordination, government agency coordination, airspace leasing, excess lands disposition, condemnation coordination, and quality control.

The DDD ensures, through policy development, implementation of the real property acquisition plans, preservation of fiscal integrity, mitigation of potential lawsuits, measurement and evaluation of performance, guidance in decision making and standardization of project reporting.

Errors in judgment, inappropriate decisions, poor leadership or the establishment of ineffective policies could result in extensive or unnecessary project delays, escalated project costs, loss of funding, extensive litigation against the State and serious loss of good will and credibility with the public. These actions may also have a significant impact on the internal and external operations of the Department and compromise project performance.

The DDD will be an independent, semi-autonomous, policy-setting position responsible for all activities related to the planning, management, policy development, direction and coordination of all Right of Way and Land Surveys activities of the District.

The CEA will make high-level policy decisions of significant scope, complexity, and sensitivity. The position will develop and maintain partnerships with all District functions, federal agencies, other state agencies and local governments, and respond to local community concerns regarding departmental policy initiatives and District transportation projects. The incumbent will frequently participate on behalf of the District and the department in external agency committee meetings.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The position will need to both develop new policies and interpret existing policies as capital outlay projects evolve. Through working with State and federal counterparts, the DDD will develop sound policies that adapt to new project delivery methods, laws and regulations, and expectations from state and federal transportation agencies; and be aware of tried and tested approaches used on significant transportation projects throughout the state and the nation. The DDD must be well versed in the state and federal property acquisition laws.