

**CLASSIFICATION:** RIGHT-OF-WAY CHIEF RELOCATION ADVISOR

**Class Code:** 7770-23

**Date Established:** 08-04-69

**Occupational Code:** 7-5-7

**Date of Last Revision:** 12-28-01

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To oversee and coordinate the providing of technical guidance and financial and advisory assistance in accordance with the Federal Uniform Relocation Act and State laws to all displacees and items affected by public improvement projects.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, and coordinates implementation of relocation programs for the Department of Transportation and other public agencies.
- Develops relocation plans to ensure the requirements of the Uniform Relocation and Real Property Acquisition Act of 1970, as amended, have been met.
- Reviews and approves relocation documents submitted by relocation advisors to ensure accuracy, completeness, feasibility and conformance with Federal and State laws, prior to payment.
- Reviews manuals, information, and materials to remain informed regarding revisions to the Uniform Relocation Act and related policies and procedures.
- Oversees and approves agreements with property owners, tenants, businesses, real estate brokers, contractors, attorneys, financial institutions and displacees to provide appropriate relocation benefits.
- Supervises relocation advisors in developing relocation standards and procedures for agency relocation programs.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

**Supervision:** Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

**Complexity:** Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

**Independent Action:** Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in business administration, real estate, engineering, banking, home construction or public relations.

**Experience:** Four years' experience in rural and urban property relocation with two years at the Right of Way Relocation Advisor II level or six years experience at the Right-of-Way Agent level. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Valid New Hampshire driver's license. By end of probationary period employee must be either a Notary Public and/or a Justice of the Peace.

**RECOMMENDED WORK TRAITS:** Knowledge of federal and state laws and regulations pertaining to relocation assistance. Ability to ensure that relocation assistance is provided to eligible displacees by the relocation advisors. Ability to organize and prioritize multiple assignments concurrently to complete work within established deadlines to meet the Department's objectives. Ability to apply the principles of effective supervision and administration. Ability to plan, organize, and direct the work of subordinate personnel. Ability to apply basic knowledge of home construction and related information to oversee relocation assignments. Ability to read and interpret engineering plans, maps, and specifications. Ability to establish and maintain effective and professional working relationships with associates, professional contacts, and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority. Ability to handle adverse situations professionally, calmly and safely.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.