

CLASSIFICATION: RIGHT-OF-WAY RELOCATION ADVISOR I

Class Code: 7771-16

Date Established: 08-04-69

Occupational Code: 9-2-6

Date of Last Revision: 12-28-01

Exempt Status: Non-Exempt

BASIC PURPOSE: To provide relocation assistance in accordance with the Federal Uniform Relocation Act and State laws for all displacees and items affected by public improvement projects.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Conducts field inspections of affected properties to identify and address relocation issues.
- Attends public hearings to explain relocation assistance benefits.
- Obtains data from real estate brokers, contractors, attorneys, bankers, financial institutions, and displacees concerning replacement property and associated financing.
- Prepares less complicated conceptual studies to be used in environmental documents.
- Establishes eligibility for replacement housing payments, rent subsidies, fixed business payments, actual moving and re-establishment payments, increased interest payments, and incidental payments and benefits as allowed by applicable laws and regulations.
- Provides interpretation and guidance to displacees, real estate brokers, contractors, attorneys, financial institutions, local officials, and other agencies regarding relocation assistance.
- Inspects replacement properties to determine their suitability for meeting standards of decent, safe, and sanitary in accordance with the Federal Uniform Relocation Act.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires no supervision of employees or functions.

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 a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or technical school with a major study in business administration, real estate, engineering, banking, home construction, or public relations. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in the field of business, real estate, engineering, banking, or home construction. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid New Hampshire drivers' license. By end of probationary period must obtain Notary Public or Justice of the Peace.

RECOMMENDED WORK TRAITS: Knowledge of relocation principles and practices in providing assistance to displaced persons and businesses. Knowledge of home construction and plumbing & heating installation & repair as needed to accomplish relocation assignments. Ability to read, understand, and apply standard relocation data and documents as necessary for relocation efforts. Ability to read and interpret engineering plans, maps, and specifications. Ability to organize and prioritize multiple assignments concurrently to complete work within established deadlines. 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.