

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

**Class Code:** 7772-19

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

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

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

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To provide technical guidance and 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 complicated relocation issues.
- Attends public hearings to fully explain all relocation assistance benefits.
- Prepares detailed reports as necessary to identify and solve potential relocation problems.
- Obtains data from real estate brokers, contractors, attorneys, financial institutions, and displacees concerning replacement property and associated financing.
- Prepares detailed conceptual studies to be used in more complex environmental impact statements and environmental assessments.
- Verifies, monitors, and 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 the standards of decent, safe, and sanitary in accordance with the Federal Uniform Relocation Act.
- Appears as a witness before semi-judicial and judicial bodies for the Department of Transportation and other Public Agencies regarding appeals of more complex relocation assistance payments.
- Manages satellite relocation offices as required in accordance with the Federal Uniform Relocation Act and State laws.

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

**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 partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**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 objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

#### **MINIMUM QUALIFICATIONS:**

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

**Experience:** Two years' experience in the fields of business, real estate, engineering, banking, or home construction, at least one year of which shall have been as an owner-manager of a business engaged in real estate transactions, home construction or a related field and shall include working knowledge of the Federal Uniform Relocation Act, OR two years at the ROW Relocation Advisor I 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 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.