



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RIGHT-OF-WAY PROGRAM SPECIALIST II

Job Number: 20001616

Job Code: 83340V261016

Job Group: 8300 - PROPERTY

Job Established: 10/16/1984

Job Revised: 10/16/2026

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under direction of the Right-of-Way and Utilities Division Director, provides expertise in the oversight of Right-of-Way projects and provides technical guidance to district personnel and consultants on all phases of the Right-of-Way process; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Must have eight years of experience (under the laws of eminent domain) in highway Rights of Way appraisal, negotiation, property management and/or relocation assistance.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Under the laws of eminent domain (exercising the right of condemnation), broad experience in at least one of the following areas will substitute for the required education on a year-for-year basis: 1. Professional duties of research for and preparation of documented appraisals (value of property, land, structures and improvements) through the Appraisal Process which are then approved for Right-of-Way acquisition; 2. Initiating and conducting problem solving negotiations including details of appraisal and offer with owner leading to approved settlements or condemnation; 3. Initiating and providing relocation assistance including but not limited to reimbursement of moving expenses, replacement housing computations and re-establishment expenses to displaced persons, businesses or non-profit organizations; 4. Handling the disposal of improvements and

environmental clean-up on properties which may include carcinogenic or hazardous materials. (Eminent domain is the right of government to take or to authorize the taking of private property for public use, just compensation usually being given to the owner). Current or prior military experience will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license to qualify for employment in this job classification. Within six (6) months of employment, shall provide the hiring agency documentation that employee is a Notary Public properly commissioned and bonded in the Commonwealth of Kentucky. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possess and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supports the establishment and implementation of complex Right-of-Way programs. Plans and coordinates the work of professional and technical Right-of-Way personnel statewide. Confers with other divisions, districts, and the Federal Highway Administration to resolve questions concerning programs and procedures. Assists the District or Division Right-of-Way offices in coordinating work with other districts and central office. Coordinates in the development of technical policies. Coordinates projects with various federal, state, and local agencies. Prepares reports with recommendations for policies, plans, and procedures. Assists in the coordination of Right-of-Way consultant services. Provides technical assistance to district Right-of-Way sections in the interpretation of policy and procedures. Administers the procurement and use of court witnesses in condemnation trials. Provides legal compliance research for appraisal, acquisition, relocation, and property management activities. Acts as liaison between the Right-of-Way and Utilities Division and the Office of Legal Services. Validates invoices for provision of court-related services, including scheduling expert witnesses. Assimilates and maintains condemnation case records. Conducts the final central office review and evaluation of condemnation appraisals. Monitors the appraisal activity statewide and provides technical assistance to district review appraisers, staff appraisers, and fee appraisers as needed. Makes appraisals of unusual or extremely complex properties and trains district personnel in appraisal procedures. Provides technical appraisal information to district and contract attorneys and provides field liaison with federal highway appraisal officers. Performs final review and evaluation of all appraisals, acquisition, relocation, and property management packets/submittals to ensure compliance with federal guidelines and state policy and procedures. Reviews condemnation packets to ensure compliance with federal guidelines and state policy and procedures prior to the Director's final approval. Provides feedback if issues arise with all payment and condemnation packets. Provides and coordinates training for district personnel and consultants in all aspects of the Right-of-Way program. Evaluates and submits Right-of-Way reports to the Federal Highway Administration for project authority. Coordinates decent, safe, and sanitary inspections with other states, demolition solicitations, disposal of surplus properties, grave relocations, and relocation assistance appeal activities on a statewide level. Coordinates Right-of-Way acquisition from other state and federal agencies.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Occasional travel throughout the state may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.