

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Principal Lndscp Arch, CT	OFFICE/BRANCH/SECTION HQ Division of Design - Landscape Architecture Program	
WORKING TITLE HQ Deputy Division Chief, Design	POSITION NUMBER 913-250-3979-007	REVISION DATE 02/19/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under direction from the Chief, Division of Design, the incumbent is responsible for management of the Department's Landscape Architecture programs. The Principal Landscape Architect manages by defining landscape architectural program policies, standards, and guidelines to ensure a consistent statewide approach in the programming and project development process of highway planting, irrigation and planting restoration, safety roadside rest areas, roadside management roadside enhancements, and designates "Landscape Freeways" as directed by the California Administrative Code in collection with Control of Outdoor Advertising.

The Principal Landscape Architect also advises executive management on high-level policy issues related to sustainability, livability, planting, resource conservation, rest areas and traveler services, environmental mitigation, transportation enhancement, pedestrian needs, human needs between transportation modes and at multi-modal facilities, context sensitive solutions, transportation art, landscaped freeways and on transportation aesthetics.

CORE COMPETENCIES:

As a Principal Lndscp Arch, CT, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety, Equity, Climate Action, Prosperity - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Equity, Integrity, People First, Pride, Stewardship)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Equity, People First, Stewardship)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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50%	E	Oversees the State Highway Operation and Protection Program (SHOPP) Roadside Preservation and Complete Streets asset managers and advises on a program levels and project priorities and assists in the preparation of SHSMP (State Highway System Management Plan) for compatibility with Department goals; conduct studies and prepare reports requested by Agency management, the California Transportation Commission, the Legislature, and the Federal Highway Administration; determine "Landscape Freeway" classifications, related to administrating the Outdoor Advertising Act; direct and encourage the involvement of Landscape Architects in the project development process for all types of transportation projects undertaken by the Department, covering areas such as aesthetics, preservation of scenic resources, visual impact assessment, and erosion control measures. Guide the development of statewide design training and various compatibility improvement programs relative to the needs of departmental local agencies; respond to the public's need for information; direct the development and implementation of roadside management and context sensitive design strategies.
20%	E	Coordinate and monitor District compliance with policies, standards and use of staff resources to improve productivity, reduce facility life cycle cost and maximize resources. Direct preparation of standard plans and standard special provisions for Landscape program work.
15%	E	Direct the coordination of research for development of new materials and methods for innovative roadside management techniques; forward-looking research to adapt to the new technologies and the selection of suitable roadside elements for transportation projects.
10%	E	Manage the Division of Design Strategic Information and Business Management efforts to develop and implement performance measures and outcomes and support Division office functionality. Prepare the annual business plan and annual accomplishments.
5%	M	Serve on various internal and external committees, including American Association of State Highway and Transportation Officials (AASHTO) and the Transportation Research Board.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Provide effective leadership in the direct supervision of Landscape Architecture Program and other Division personnel.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of responsibilities of the landscape architecture program, roadside preservation and complete streets SHOPP, professional development, and the division's business and strategic information related to department goals, objectives, policies and standards, and processes to initiate measures to remedy deficiencies when appropriate. Awareness of the internal structure of Caltrans' district operations, as well as the department's partnership role with regional transportation planning agencies (metropolitan planning organizations) and others.  
Ability to communicate effectively verbally and in writing. Understanding the principals of program management and landscape architecture. Must have thorough knowledge of Caltrans' organizational structure, departmental policies and procedures, financial challenges and asset management practices. A broad knowledge of the department's Project Delivery Program, encroachment permitting process, policies, procedures, standards, and applicable federal and state laws and regulations. A detailed knowledge of organizational relationships and functions, both internal and external that pertain to the planning, design, construction, operation, and maintenance of quality transportation facilities is desired. The incumbent must have the ability to act independently while receiving overall general direction from the Division Chief and some level of direction from the HQ Chief Engineer.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for making decisions and taking independent action and initiative in managing the department's landscape architecture and transportation enhancement programs. Responsible for assuring the highest level of product quality, within given resource constraints. Inadequate consideration of all relevant factors could result in inefficient use of public funds as well as a loss of credibility with public agencies and the general public. Incumbent must be capable of sound judgment and decision making.  
Consequences could be increased liability, non-uniform policy interpretation, and unanticipated damage to the highway system and increased risk of jeopardizing the safety of the traveling public. Federal funding could be jeopardized if program requirements and/or commitments under the purview of this office are not met by the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent must interface and maintain continuing close contact and cooperative working relationships with Districts, Regions, and Headquarters personnel, management and executive staff. Contacts will involve formal and informal communications with Deputy Directors, Division Chiefs, senior managers and program staff. Establishment of close contacts and working relationships with outside agencies and organizations is also essential.

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Incumbent will have frequent contact and must effectively communicate with the general public, representatives of local, regional, State, and Federal agencies. External contacts may also involve formal and informal communications with oversight agencies, such as, Department of Finance, Governor's Office, California State Transportation Agency, representatives of the State legislature, other transportation stakeholders, and industry representatives on complex transportation issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires periodic travel to the districts, an excellent state of mind, and the ability to make clear, timely judgments under pressure. It also requires teamwork to openly discuss issues and reach consensus. The position requires the ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Incumbent must be able to develop and maintain cooperative working relationships. Incumbent must value cultural diversity and other individual differences in the workforce; be tactful and treat others with respect.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. The use of a desktop or laptop computer is essential. Travel to the districts and off-site meetings will subject the incumbent to the typical rigors of air, auto and transit travel and overnight hotel stays. Some project field reviews will require the incumbent to work outside of the office along our state highways or other project sites for short periods of time.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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