

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Landscape Architect, CT	OFFICE/BRANCH/SECTION D53/Division of Design/LAP/Office of Complete Streets Program	
WORKING TITLE Office Chief, Complete Streets Program	POSITION NUMBER 913-250-2973-015	REVISION DATE 01/28/2026

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

**GENERAL STATEMENT:**

Under the direction of the Deputy Division Chief, Division of Design, the incumbent will serve as the Headquarters Complete Streets Assets Program manager that will be responsible for overseeing the development and implementation of performance measures, as well as identifying tracking and reporting requirements, and also coordinate with Headquarters and District Asset managers to assure transparency and statewide consistency. The incumbent is responsible for planning, organizing, and facilitating multi-disciplinary staff to develop statewide policies, procedures, standards, and training for the purposes of successfully delivering meaningful and transformative Complete Streets strategies.

The incumbent will be considered the project delivery single focal point for efforts related to delivering Complete Streets projects and will coordinate directly with other internal stakeholders that have Complete Streets responsibilities to promote a consistent and collaborative approach to meeting the goals of the Complete Streets Program. The incumbent will represent Caltrans with internal and external stakeholders (including bike and/or pedestrian advocates) to assure transparency and to encourage engagement opportunities. The incumbent makes decisions on complex issues related to the complete streets program and must skillfully apply principles of strategic planning, value analysis, and quality improvement; and be able to facilitate development of alternatives through innovative thinking and inclusive participation. The incumbent must possess a valid certificate of registration as a Licensed Landscape Architect issued by the California Landscape Architects Technical Committee.

**CORE COMPETENCIES:**

As a Supervising Landscape Architect, 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, Employee Excellence - Collaboration, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Prosperity - Equity, Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety, Equity, Employee Excellence - Equity, Innovation, Integrity, 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, Employee Excellence - Equity, Innovation, Integrity, Pride)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Employee Excellence - Collaboration, Equity, Pride)
- **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, Prosperity, Employee Excellence - Equity, Innovation, Integrity, Pride)
- **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, Employee Excellence - Collaboration, Integrity, People First, Pride)
- **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, Employee Excellence - Equity, Innovation, Integrity, People First, Pride)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety, Employee Excellence - Innovation, Integrity, People First, Pride)

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**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40%	E	Act as the Headquarters Manager of Caltrans Complete Streets Asset Program. Responsible for managing Complete Streets as an asset for inclusion into the State Highway System Management Plan. Efforts include working with - Headquarters and District Asset Management staff and a variety of Headquarters Divisions to develop Statewide and District performance targets. Coordinate with Headquarters and District staff on the development of District Active Transportation Plans to identify district complete streets needs and priorities, and develop asset management policies, procedures, and standards. Track and monitor progress toward complete streets asset management goals. Provide concurrence on projected asset condition reviews and project change requests related to complete streets assets performance changes. Coordinate with Maintenance and other Divisions to identify and/or develop inventory condition assessment protocols and practices. Responsible for planning and executing the Complete Streets Program by performing managerial and administrative activities for the planning, budgeting, and program control, and directing the work of senior level landscape architects, civil engineers, and other administrative staff in deploying complete streets features in landscape architectural and land use projects.
30%	E	Organize and lead multi-disciplinary teams to develop and maintain policies, procedures, standards, and training related to delivering Complete Streets projects. Participate in the review of policy, guidance, and training developed by others that could impact the implementation of complete streets. Act as single focal point for Caltrans for activities related to delivering projects for the Complete Streets Program. Establish and implement an action plan to further enhance the delivery of complete streets strategies. Co-Lead efforts related to Complete Streets objectives established through the Caltrans Strategic Management Plan and other relevant policies, plans and guidance. Effectively organize, guide, and facilitate headquarters staff to develop and implement the goals of the Complete Streets Program and to provide support to district coordinators and other staff on the implementation of the overall Complete Streets Program.
20%	E	Works in close partnership with executive and management level staff in Headquarters' divisions and programs to provide updates and identify program improvement opportunities. Collaborate with other Department leads related to complete street delivery topics with the California Walk and Bike Technical Advisory Committee and other multi-modal teams. Co-Lead the Complete Streets Division Chief Steering Committee and support the needs of the Complete Streets Executive Subcommittee. Provide regular status updates to executive management and other board meetings. Coordinate activities to respond to special requests by executive management.
5%	E	Provide leadership and develop strategies for providing consistent messaging to internal and external stakeholders for the purposes of transparency, information sharing and promoting success. Provide analysis on legislation related to Complete Streets.
5%	M	Develop and maintain a Complete Streets delivery website, develop standard project templates for complete streets assets, identify project status practices. Compile information on national and local Complete Streets standards, practices, studies, and trends to provide input and make recommendations on improvements to policies, practices and guidance.

<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**

The incumbent will supervise and provide guidance to an office of multidisciplinary expertise (senior landscape architect, senior transportation engineer, senior transportation planner, research data analyst, and other professionals in the execution of typical duties.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

**Knowledge:** 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.

**Principles of landscape architecture, including design and civil engineering as applied to landscape architecture; land use planning and complete street design features; site analysis and planning; erosion control; proper use of plant materials; principles of ecology; soil preparation, planting, and irrigation techniques; landscape maintenance procedures; principles of pedestrian and**

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bicyclist facility development planning; and native and exotic plant materials best adapted to specific uses in various parts of California; and principles of program and project management; various phases of engineering (relating specifically to landscape architecture), including planning processes and methods/systems planning, evaluation of alternatives and facility locations and design, construction, operation, and maintenance; principles of personnel management and supervision; planning, directing, and evaluating the work of a professional staff including other professional disciplines that may include a staff of landscape architects; and factors which influence the impact of landscape architecture facilities on the environment, the community, and the economy; methods of planning, programming, and administering all types of large-scale landscape architectural and land use planning programs.

Abilities and Analytical Requirements: Based on experience and expertise, must be able to act independently and exercise good, professional judgment to prioritize issues, develop and recommend appropriate policies and actions, and work closely with staff outside of the division to be able to complete prioritized workload. Must be creative and innovative, have the ability to examine existing processes and outcomes, identify deficiencies, and develop improvements to achieve program goals. In response to requests from Department executive management, Agency, and the California State Legislature, the incumbent must be able to quickly and accurately assimilate technical and procedural input from various sources, evaluate input, develop alternative courses of actions, and make objective recommendations on all issues relating to complete streets. It is imperative that the incumbent has demonstrated ability to inspire teamwork, coordination, and creativity in others. Must be effective in communication with top departmental management, industry representatives, Federal, State and local agencies, and the general public on issues involving transportation facilities.

Prepare complex land use plans, devise programs for public participation in the planning process, plan working and construction details, and prepare landscape architectural plans; estimate the cost of landscaping and related ground improvements and prepare construction specifications; lay out and design surface drainage, irrigation, and sprinkling systems in connection with landscape projects; serve on project development teams as an authority on visual analysis issues; create and select proper design, etc., to reduce unsafe conditions; and conduct public meetings, make public presentations, and address an audience effectively. and prepare technical directives and administrative orders; correlate engineering or architectural features to proposed landscape projects; direct a large-scale landscape program; and communicate effectively as demonstrated by the ability to organize ideas and present departmental policies to community groups, Federal, State, and local agencies. Plan, prepare, and implement preliminary studies of large-scale planning, capital outlay, and landscaping programs on a statewide basis.

The incumbent must have the ability to act independently while receiving overall general direction from the Deputy Division Chief, Division Chief, and some level of direction from the HQ Chief Engineer.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Incumbent is responsible for independent action and decisions in all efforts relating to complete streets. 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.

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**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. Collaboration with other Headquarters Executive Management and District staff will be required.

Establishment of close contacts and working relationships with outside agencies and organizations is also essential.

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 complete streets issues.

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**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.

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**WORK ENVIRONMENT**

The incumbent will work in a climate-controlled office under artificial lighting. The use of a desktop 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.

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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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate.

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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.

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE