



## DUTY STATEMENT

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Strategic Planning and Recreation Services		Associate Landscape Architect	549-336-3982-400
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Headquarters		Associate Landscape Architect	R09
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Statewide Trails Office		715 P Street	
STATE HOUSING			IMMEDIATE SUPERVISOR
State Housing is not available			Staff Park and Recreation Specialist
SENSITIVE POSITION DESIGNATION (Check if applicable)			
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>			
POSITION DESCRIPTION			
<p>Under the direction of the Staff Park and Recreation Specialist, the Associate Landscape Architect provides backcountry road and trail planning, design and construction supervision services for the Department to include policy development, consultation with field staff, project development, project management and inspection, road and trail management plan coordination, training facilitation, and training material development. This professional position requires qualified environmental planning and design expertise regarding land use management and the enhancement of park resources. This position will be a part of the interdisciplinary Cannabis Watershed Protection Program (CWPP) team.</p>			
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.			
ESSENTIAL FUNCTIONS:			
%	TASK/DUTIES		
35%	<p><b><u>Backcountry Road and Trail Planning, Design and Management</u></b></p> <p>Participates in the development of improvement projects throughout the department. Works with other specialists in the planning, design, development, implementation and monitoring of primitive road and trail projects statewide; conducts site analyses using GIS and GPS technology to evaluate topography, hydrology, and soil stability. Designs multi-benefit road and trail alignments that prioritize sustainability and watershed health and minimize erosion and habitat fragmentation while functioning as recreational assets. Develops design solutions for road and trail infrastructure, including grading plans, bridges, puncheons, retaining walls, and other drainage structures, ensuring they blend with the natural landscape. Defines project scopes, develop detailed budget estimates and material schedules, and set project priorities. Reviews and prepares correspondence necessary to maintain timely project continuity. Advises, meets and coordinates park projects with members of the community, other agencies, district staff and department leaders. Acts as a primary subject matter expert, providing high-level technical advice to CWPP staff and leadership regarding complex road and trail access issues, sustainable drainage solutions, and resource-sensitive site development. As required, provides professional oversight for project implementation ensuring design and specifications are followed.</p>		

25%	<p><b><u>Technical Drawings, Specifications and Materials</u></b></p> <p>Uses CAD software to create and revise technical plan sets and review technical documents and methods for specified projects. Ensures all designs adhere to departmental construction standards. Performs quality control reviews of technical documents and plans for specified projects, produces standardized documentation for design and construction methodologies that serve as departmental reference guides for field crews and consultants. Ensures technical drawings and specifications comply with state and federal mandates, including CEQA, NEPA, the Americans with Disabilities Act (where applicable), and meet state and federal environmental mitigation standards.</p>
25%	<p><b><u>Road and Trail Management Plans and Policy Development</u></b></p> <p>Coordinates the development and management of road and trail management plans designed to guide future planning, development and maintenance of primitive roads and trails in units of the state park system. Integrates high-level programmatic goals from park general plans into actionable field guidance to enhance park recreation opportunities and protect resources: inventorying system route conditions and deficiencies, identifying new route opportunities and making critical recommendations to adopt, re-align, or decommission non-system routes. Facilitates public workshops and stakeholder outreach to gather feedback on network changes and resolve conflicts between user groups (e.g., hikers, equestrians, bicyclists, OHV). Works with CWPP staff to identify and prioritize plans in watersheds impacted by cannabis grows. Coordinates with department staff on the development of road and trail related policy to include memos, departmental notices and regulations. Maintains a current understanding of emerging trends and regulatory policies affecting the work of CWPP.</p>
10%	<p><b><u>Administration</u></b></p> <p>Prepares written reports and guidance documents; responds to correspondence, provides other services, as assigned, to support the Planning Division goals and objectives and/or to assist Districts affected by cannabis cultivation</p>
<b>MARGINAL FUNCTIONS:</b>	
%	<b>TASK/DUTIES</b>
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
<b>TYPICAL WORKING CONDITIONS</b>	
Office environment; daily and frequent use of personal computer and a variety of office software applications at a workstation; sit in a normal seated position for extended periods of time. Field work and overnight travel required; work environment will have moderate exposure to unusual elements, such as extreme temperatures and unusual weather, dirt, dust, fumes, unpleasant odors, and/or loud noises; may involve some exposure to aggressive visitors; will work outside of office in a park setting and walk on uneven ground; may lift up to 40lbs.	
<b>TELEWORK DESIGNATION:</b>	
This position is designated as Telework Eligible - Office Centered.	
<b>SPECIAL REQUIREMENTS:</b>	
Possession of a valid class C driver's license is required. Possession of a valid Certificate of Registration as a Landscape Architect issued by the California Board of Landscape Architects.	

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

**SUPERVISOR STATEMENT:**

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

**EMPLOYEE STATEMENT:**

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE