STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Landscape Architect, CT	D53/Division of Design/Office of Professional Development	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Professional Development Coordinator	913-250-2972-001	01/29/2026

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

GENERAL STATEMENT:

Under the general direction of a Supervising Transportation Engineer, the incumbent will develop, instruct, and coordinate training improvements for workforce development within the Division of Design. This includes identifying training needs, developing training solutions, and evaluating training program effectiveness. This incumbent will be located in the Headquarters Division of Design. The incumbent also works regularly with the other offices within the Division of Design and the Divisions of Project Management, Construction, Right of Way and Land Surveys, Engineering Services, Environmental Analysis, Traffic Operations, Safety Program, Legal, and other Headquarters functional units, Districts and Regions, outside agencies, and departmental advisory groups units to achieve the professional development and training goals of the Division of Design.

CORE COMPETENCIES:

As a Senior 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. (Employee Excellence - Equity, Innovation, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Prosperity, Employee Excellence - Collaboration, Innovation, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **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. (Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity, Employee Excellence - Collaboration, 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. (Employee Excellence - Collaboration, Innovation, People First, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Develop and coordinate training in various formats (eLearning, webinar, in-person, hybrid, etc.) as a member of a professional training development (PDT) team. The incumbent will lead the delivery schedule, determine class content, and develop instructional materials. The incumbent is responsible for coordination of class development activities within the development team and utilization of consultants and specialists to ensure delivery of quality training products.

Americans with Disabilities Act (ADA) Notice: This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

25%	E	Support District/Region Design implementation of professional development efforts, conduct training needs and resource assessments for the district/region and headquarters. Support statewide professional development programs. Track and monitor workforce development activity, attendance, and performance. Evaluate training effectiveness and employ continuous quality improvement.
20%	E	As a class instructor, provide instruction for Design and other related staff. Evaluate design procedures and contract administration processes. Identify essential job skills. Define training groups, prioritize training needs, and contribute to the development of fully integrated design training program.
15%	E	As a contract/task manager, develop and write detailed scope of work for contracts and task orders in collaboration with course developers, subject matter experts (SMEs) and others. Review, coordinate, and monitor consultant's/agency's contract development process to ensure conformance to existing Division of Procurement and Contracts (DPAC) policies, procedures and standards. Coordinate with course developers, SMEs, Strategic Information & Business Management office, and others to ensure the contract or task order is completed on time and within budget.
10%	M	Develops statewide strategies to continuously improve staff skills and ensure Caltrans delivers quality transportation projects on time and within budget.

[1]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

This position does not directly supervise staff. The incumbent will, from time-to-time, be expected to function as a team leader and/or facilitator over various teams involved in the tasks listed above.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent makes recommendations on complex issues related to the professional development and training needs of all classifications within the design function.

Knowledge: The position requires knowledge of lesson plan development, classroom presentation, principles and methods of employee training, counseling, group leadership; resource budgeting; analytical and statistical forecasting and evaluation methods; principles of verbal and written expression; and they must have a thorough knowledge of the principles of transportation engineering and landscape architecture related to design. A general knowledge of the Caltrans organization, department policies, financial operations, and procedures is helpful. Knowledge of adult learning techniques, general communication, and effective teaching methods are highly desirable.

Abilities: The incumbent must possess strong leadership and interpersonal skills. The individual must be able to organize and lead multi-functional teams, document business processes, recommend improvement to business practices, work effectively at all levels within the design program. The incumbent must plan, organize, conduct, and evaluate training programs, analyze data and unique situations accurately, and adopt effective course of corrective action. The incumbent must be able to speak, facilitate, and lead conferences or training sessions. The individual must prepare and deliver oral presentations, prepare technical correspondence, comprehensive reports, and written material. The ability to organize work, establish priorities, meet project commitments, and implements a strategic plan is essential.

Based on experience and expertise, incumbent must be able to act independently and exercise good professional judgment to prioritize issues, develop and recommend appropriate policies and actions, and obtain necessary resources to carry out the assigned duties, must be creative, innovative, and have the ability to examine existing processes and outcomes, identify deficiencies and make improvements to achieve program goals.

Analytical Requirements: The work and responsibilities assigned to this position require a high degree of people skills, human resources understanding, and analytical ability. The incumbent must analyze workforce development needs; quantify practices, policies, and procedures and/or information systems.
The incumbent must skillfully apply principles of strategic planning, value analysis and quality improvement, and be able to facilitate development of alternatives through brainstorming, design workshops and other techniques of innovative thinking and inclusive participation.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action and must exercise initiative in carrying out assigned duties. This action must support the continuous improvement of the Design function. Workforce development is critical need and high priority among Caltrans executive management, the California Legislature, and the California Transportation Commission. Poor decisions or the inability to implement an effective training program may result in the lost opportunity for Caltrans to develop design staff, processes, and systems. This could result in the ineffective use or underutilization of personnel. At stake is loss of Caltrans credibility with the Legislature, California Transportation Commission, and interested control agencies.

Americans with Disabilities Act (ADA) Notice: This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

PUBLIC AND INTERNAL CONTACTS

The incumbent must work closely with headquarters and districts. The incumbent must prepare and present findings and recommendations to corporate and district managers. They may also have contact with external public and private agencies to evaluate applicability and benchmark program effectiveness against other successful workforce development programs.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will interact with various levels within Caltrans employees and public/private sector, and it is important that employees work well with others in a cooperative manner, while creating a work environment that encourages creative thinking and innovation. The employee must also be flexible to organize and prioritize workload for the Division of Design; be open to change and new information; and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The employee must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. The incumbent will coordinate, present, or assess class presentations for statewide training courses held throughout the state. The incumbent may assist districts/regions in their workforce development efforts. The use of a laptop is essential. Intermittent statewide travel may be necessary. Travel to the districts 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. For permanent and limited term appointments, 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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE

Americans with Disabilities Act (ADA) Notice: This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.