



## LANDSCAPE ASSOCIATE, CALTRANS

**Exam Code:1PBF8**

**Department:** Department of Transportation (Caltrans)

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

### CLASSIFICATION DETAILS

Landscape Associate, Caltrans – \$6,175.00 - \$11,567.00 per month

View the [Landscape Associate, Caltrans classification specification](#)

### APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

#### Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

#### How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

#### Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

### MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs,

regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### **Landscape Associate, Caltrans**

Education: Equivalent to graduation from a curriculum in Landscape Architecture from a college or university accredited by the American Society of Landscape Architects. (Registration as a senior in such a curriculum will admit an applicant to the examination, but applicant must produce evidence of having fulfilled the requirements for graduation before being considered eligible for appointment.) (Possession of a certificate of registration as a Landscape Architect as issued by the California Board of Landscape Architects may be substituted for the required education.)

## **POSITION DESCRIPTION**

### **Landscape Associate, Caltrans**

This is the entry through fully qualified professional level of landscape architectural work in the Department of Transportation. As incumbents progress in experience they will be assigned more difficult work.

At the entry through first working level, under the direction of a registered Landscape Architect, incumbents assist in and perform work of average difficulty in the planning, design and programming for landscape architectural and land use planning projects in connection with transportation facilities; and do other related work.

At the fully qualified professional level, under direction, incumbents develop master plans, design and prepare contract documents for major landscape architectural and land used planning projects; develop visual impact assessment for transportation projects; plan major landscape architectural projects; advise in the construction and maintenance of such projects; may lead other landscape architectural and technical personnel; and do other related work.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

**Knowledge of:**

1. Principles of landscape architecture, including design and civil engineering as applied to landscape architecture
2. Land use planning drafting procedures and practices including computer-aided design and drafting, and use of personal computers
3. Site analysis and planning
4. Erosion control
5. Proper use of plant materials
6. Principles of ecology
7. Soil preparation, planting and irrigation techniques
8. Landscape maintenance procedures
9. Native and exotic plant materials best adapted to specific uses in various parts of California
10. Landscape architectural problems encountered in transportation facility or building locations and engineering work and their solutions
11. Basic knowledge of visual analysis and how such issues relate to the environmental impact process

**Ability to:**

1. Do professional design work including site analysis, site planning, master planning and planting design
2. Select proper plant materials to achieve desired effects and prevent soil erosion
3. Prepare sketches and plans for landscape architectural projects and coordinate the construction of such projects
4. Calculate quantities
5. Prepare land use plans, devise programs for public participation in the planning process, plan working and construction details, prepare landscape architectural plans
6. Estimate the cost of landscaping and related ground improvements and prepare construction specifications
7. Lay out and design surface drainage, irrigation and sprinkling systems in connection with landscape projects
8. Use California native plant materials under a variety of conditions
9. Serve on project development teams as an authority on visual analysis issues
10. Create and select proper design to reduce unsafe conditions
11. Demonstrate artistic and creative aptitude
12. Analyze situations accurately and take effective action
13. Prepare reports, plan and make public presentations

14. Work effectively with others as a member of interdisciplinary planning or design teams

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Landscape Associate, Caltrans** classification will be established for:

### Department of Transportation, Caltrans

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility. Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score of competitors who are successful in this examination.

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

**We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.**

Take [the Landscape Associate, Caltrans examination](#)

## **TESTING DEPARTMENTS**

Department of Transportation, Caltrans

## CONTACT INFORMATION

If you have any ***technical*** questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

If you have any administrative questions concerning this examination bulletin, please contact:

California Department of Transportation  
Office of Examination and Executive Selection Services  
(916) 227-7858  
California Relay Service: (800) 735-2922 (Voice), (800) 734-2929 (TTY)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.