



**Landscape Associate, Caltrans**

Agency Code: 3399 – Class Code: 2971 Exam Code: 1PBF8

**Department:** Department of Transportation

**Opening Date:** 9/21/2009 11:28 AM

**Final Filing Date:** Continuous

**Type of Examination:** Departmental Open

**Salary:** MONTHY-RANGED-SALARY - \$4,608.00 to \$8,379.00

**Tenure/Time-base:** Permanent Full-Time  
Permanent Part-Time  
Permanent Intermittent  
Limited Term Full-Time  
Limited Term Part-Time  
Limited Term Intermittent

**Exam Type:** Statewide

## EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or 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.

## WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for twelve (12) months.

## FILING INSTRUCTIONS

**Final Filing Date:** Continuous

**Where to Apply:** Click the link at the bottom of this bulletin.

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the California Department of Human Resources (CalHR), Examination Services at (866)844-8671, or via the California Relay Service for the Deaf or Hard of Hearing at (800)735-2929 from TTY Phones and (800)735-2922 from voice phones.

## ELIGIBLE LIST INFORMATION

An open merged eligible list will be established by the California Department of Human Resources for use by Department of Transportation. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires twelve (12) months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

## MINIMUM QUALIFICATIONS

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

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.

## EXAMINATION INFORMATION

### TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

## KNOWLEDGE AND ABILITIES

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; and
11. Basic knowledge of visual analysis and how such issues related 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 with landscape projects;
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; and,
14. Work effectively with others as a member of interdisciplinary planning or design teams.

## VETERANS' PREFERENCE POINTS

Veterans' Preference Points will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested, these points through the California Department of Human Resources. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points.

## CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## CONTACT INFORMATION

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

California Department of Human Resources

Attn: Examination Services

1515 "S" Street, North Bldg Ste. 400

Sacramento, CA 95811

1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

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

## GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact the testing department three weeks after the Final Filing Date if he/she has not received his/her notice.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov) and local offices of the Employment Development Department.

**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 on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

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

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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) service-wide promotional, 5) departmental open, and 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.

**Veterans' Preference Points:** California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved

permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

## **TAKING THE EXAM**

**When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.**

**[Training and Experience Evaluation for Landscape Associate](#)**