

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Program Technician I	HQ/DRISI/Traffic Accident Surveillance and Analysis Sys.	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Program Technician I	913-155-9928-XXX	1/1/2013

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under close supervision of a Staff Services Manager I, incumbent provides support for the Coding Unit, as well as learning the aspects of coding and editing duties according to approved procedures, policy, and precedent. Work is subject to review to determine accuracy and compliance with procedures.

TYPICAL DUTIES:

Percentage		Job Description
45%	E	In a learning capacity, assist with reviewing and determining collision reports from selected areas within the State to determine where the collision occurred with regard to the State Highway Postmile System. This includes checking the sections of the report that refer to the location and interpreting the information into postmile values by utilizing the postmile log, ramp diagrams, digital map software, hadcopy maps, and more. Postmile values to the nearest 0.01 mile must be determined for collisions on highway segments. For intersections and ramps, the postmile value must be a valid designation as identified on the postmile log; additional coding is necessary to indicate the specific location on the ramp or in the intersection. For all collisions, the direction of travel must also be determined by reviewing the report and interpreting the side of highway upon which the collision occurred. These values (postmile location, direction of travel, and when necessary, ramp or intersection location) are then written on the traffic collision report form and sent back to the California Highway Patrol for processing.
25%	E	Mail the coded outgoing report to CHP and the District offices; separate incoming reports from CHP into Caltrans Districts using city and county listings; logs amounts of reports received, and distribute to Coding Unit personnel. Make copies of reports as necessary. Maintain logs and manuals.
15%	E	Research Traffic Collision Reports that have no highway information to determine if the collision is highway related
10%	E	Scan Traffic Collision Reports.
5%	M	Develop, update, and maintain weekly spreadsheet for reporting production

¹ESSENTIAL 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

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge: Must be able to learn the Department's geographic locations and relate them to county, city and State routes. Knowledge of the State Highway route system and Highway Postmile Log. Abilities: Must be able to read maps, utilize computer, and perform mathematical calculations quickly and accurately. Must be able to work under pressure of continuing heavy workload. Analytical: Must have the ability to read and understand traffic collision reports from local and State enforcement agencies and properly code them within the guidelines established in the Department's Collision

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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Location Coding Manual.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the initial coding of all traffic collisions on State highways within assigned Districts. Location coding must be complete, legible, accurate, and in accordance with the precise data processing requirements in order to maintain the integrity of the Traffic Accident Surveillance and Analysis System (TASAS). It must be timely to meet the requirements of the cooperative Statewide Integrated Traffic Records System (SWITRS) which involves the CHP and DMV. This information is used by highway engineers, law enforcement officers, and other safety officials in focusing available resources upon corrective measures with the highest priorities and likelihood of producing significant improvement. This process is the first building block for collision information and could cause extreme embarrassment to the Department if information was used in litigation against the Department and was found to be inaccurate.

PUBLIC AND INTERNAL CONTACTS

No Public contact. Moderate contact with Traffic Operations TASAS Branch staff and TASAS Coordinators in the district offices when inquiring about possible new ramps, intersection or high segments not reference in the postmile logs.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to move packages and/or stacks of collision reports weighing 5 to 10 pounds each. Bending, stooping, sitting for long periods of time, and pulling may be required within the normal course of performing some of the responsibilities associated with the position.

WORK ENVIRONMENT

Employee will work in a six-story climate controlled office under artificial light. Ability to concentrate because of varying noise levels of surrounding work area. Ability to handle high dust levels because of the high volumes of papers stored in work areas.

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.)

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