

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Program Technician II	HQ/DRISI/Traffic Accident Surveillance and Analysis Sys.	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Program Technician II	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 the general supervision of a Staff Services Manager I, the incumbent performs a variety of coding and editing duties according to approved procedures, policy and precedent. The incumbent may also provide technical guidance to other Program Technicians in the coding process.

**TYPICAL DUTIES:**

Percentage		Job Description
35%	E	Under general direction and with little day-to-day supervision, analyze collision reports from selected areas within the State to determine where the collision occurred with regard to State Highway Postmile System. Postmile values to the nearest 0.01 mile must be assigned for highway points. For intersections and ramps, the collision location must be identified from a database computer listing of valid postmile designations. Additional coding is necessary to indicate the specific zone for all collisions, the direction of travel (or the side of the highway upon which the collision occurred) must be determined and coded.
35%	E	Code Collision reports based on information in the collision reports, sequence listings and procedure manuals. Occasionally, speak with District TASAS Coordinators regarding discrepancies or highway updates.
15%	E	Research and utilize hard copy maps, Internet maps, photolog and Digital enhancement maps and other related tools to obtain correct postmile for coding collision reports. Update and maintain postmile logs, ramp diagrams and any county route system maps utilized for certain areas.
10%	E	Scanning Traffic Collision Reports
5%	M	Develop, update, and maintain weekly spreadsheet for reporting production.

<sup>1</sup>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**

None.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

**Knowledge:** Must have working knowledge of the State Highway postmile system, Caltrans District boundaries, and the counties within each District. Also, must understand the west to east and south to north cardinal route directions. Must have an understanding of collision location coding processing and highway characteristics. Experience using mapping tools is desirable.

**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 Location Coding Manual.

**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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**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.

**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