

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Research Analyst I (Gen)	D7, Operations/Traffic Engineering-TASAS Unit	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Research Analyst	907-354-5729-xxx	05/01/2014

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 supervision of a Senior Transportation Engineer, CT, and guidance from District Traffic Accident Surveillance and Analysis System (TASAS) Coordinator, incumbent operates the Transportation System Network (TSN) software on personal computer systems to retrieve accident and highway data from TASAS database for tort liability, safety improvements and traffic investigation projects. Ensures data and deliverables are in compliance with Federal and Caltrans policies. The incumbent analyzes data and identifies good/inaccurate data and takes effective action. The incumbent must maintain good working habits to facilitate accurate and timely retrieval of accident data from TASAS Databases to produce different TASAS reports. As incumbent will be conducting field reviews, traveling between District office and various locations, a valid Class 'C' Drivers License is highly desirable.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Operates the Transportation System Network (TSN) software on personal computer systems to retrieve accident and highway data from TASAS database for tort liability, safety improvements and traffic investigations projects. Gathers and evaluates data, conducts field reviews to obtain data consisting of on-site investigations and surveillance for reporting to the Headquarters to update the Highway Database.
25%	E	Gathers, compiles, produces, and provides information requested from Headquarters TASAS Unit. Reports data corrections on Traffic Collision Reports (TCR) to Headquarters for updating TASAS Database.
15%	E	Assists in conducting special studies in the TASAS Unit researching, evaluating, compiling, and interpreting data; making determinations in less complex situations. Prepares production reports of the traffic safety investigations in the District office.
10%	E	Assist in the maintenance of the Division library and research materials; responsible for maintaining and updating related manuals, along with District Policies and Procedures kept within the Division, to be available for ready-reference. Assist with executive reception as needed.

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 of research methods, techniques, and statistical procedures including planning of studies and investigations, concepts and terminology used in research. Knowledge of relational database concepts, departmental policies, and procedures. Must be familiar with Microsoft Office, knowledge of Oracle database software is a plus.

Ability to gather, compile, analyze and interpret numerical and written data, plan studies, and investigations, speak and write effectively preparing research and statistical reports as required; gain and maintain the confidence and cooperation of others; accept increasing responsibility. Ability to develop personal computer based spreadsheets and databases.

Reason logically and creatively and use a variety of analytical techniques to resolve problems or provide traffic collision data. Develop and evaluate alternatives, consult with and advise interested parties on accident data issues.

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.

POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

As a member of the TASAS Unit, incumbent is responsible for maintaining a high level of service to users of TASAS data; e.g. Headquarters, District TASAS Units, private partners, and the public. Failure to perform assigned tasks properly may result in delay in delivering projects incurring additional overall project costs. Incorrect information or faulty analysis and interpretation may result in liability of the State, to include inadequate defense in addressing claims and lawsuits brought against the Department, and place transportation facilities and safety of the traveling public in jeopardy.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent contact with Caltrans employees, Headquarters TASAS Unit, and the California Highway Patrol (CHP). Contact will be both verbal as incumbent addresses questions/comments/concerns via telephone, in person, and while participating in meetings; and written correspondence via e-mails, memorandums, and/or reports.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal; move large or cumbersome reports or equipment from one location to another; traversing uneven ground during field reviews; and occasional bending, stooping and kneeling.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice; organize and prioritize large volumes of varied documents; concentrate in order to review and create documents; formulate effective strategies; develop new insights into situations and apply innovative solutions.

Incumbent must be able to function as part of a team working cooperatively, responding appropriately and tactfully, treating others with respect. Must be able to adapt quickly to new situations, information, and change.

WORK ENVIRONMENT

This is primarily an office position, working in a controlled airspace environment, under artificial lighting, where periodic fluctuations in temperature may occur. When conducting field reviews, evaluations, or investigations, may be subject to extremes in temperature, inclement weather, traffic, and uneven terrain.

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.)

POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

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)

Lewis Yee

SUPERVISOR (Signature)

DATE