

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst	65/DRISI/OHSIP/TASAS/COLLISION CODING	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Staff Services Analyst	913-155-5157-914	pending HR approval

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Staff Services Manager I, Traffic Accident Surveillance and Analysis System (TASAS), Collision Coding and Data Analysis Unit, the Staff Services Analyst (SSA) performs a variety of complex and technical duties and responsibilities that are essential to maintaining a high level of accuracy of traffic collision reports. The SSA performs evaluations relating to quality assurance and communicates findings as necessary to accomplish the objectives and tasks of quality control. The SSA will review, analyze and formulate recommendations of how to correct and prevent future errors from occurring.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Use analytic methods and familiarity with computer applications to gather information and literature from various sources. The SSA performs analysis, interprets, documents, and presents these findings to management and with internal and external stakeholders as necessary. The SSA serves as a quality assurance statistical information resource for staff. The SSA will be responsible for entering, editing, and identifying errors and omissions on traffic collision reports. The SSA will serve as a liaison to management, staff, and internal and external stakeholders in matters relating to traffic collision reporting. The SSA will track all miscoded reports received from the districts and provide feedback and updates to the Collision Coding staff and district Coordinators. Based on audits, develop a trends analysis on common mistakes and formulate recommendations on how to prevent future mistakes.
25%	E	Correct the TASAS Transportation Systems Network (TSN) accident database. Performs an audit which consists of analyzing, reconciling, correcting, and inserting the accurate coding data for reports rejected by the edit processes of the computer program. Utilize computer software to access the accident database, query the highway network information, and check for valid data entry. Create and submit an update file to correct the location data.
20%	E	Process updates to the location data in the TASAS TSN accident database. Verify and analyze the requested correction to the coding of the traffic collision report, utilize computer software to access the collision record in the TASAS TSN accident database, check for actual data entry, produce a computer update file, process the update file for inclusion into the TASAS TSN accident database. Act as a liaison between Collision Coding staff and Caltrans district offices to resolve discrepancies in reference material or location coding procedures.
10%	E	Code the more difficult collision reports which requires research by utilizing computer software, intranet, internet and TASAS TSN accident and highway database to obtain further information pertaining to the location referenced on the traffic collision report. In conjunction with these steps, use independent judgment to determine the correct location, side of highway and, when necessary, area within an intersection or ramp.
5%	M	Verify that Multi-disciplinary Accident Investigation Team (MAIT) reports have been included in TASAS. Utilize computer software to access the collision record in the TASAS TSN accident database, query the MAIT incident, check for necessary changes in the location data; process update to location data if necessary. Maintain a log of all MAIT reports received from Caltrans MAIT Engineers throughout the State and post the list on the TASAS intranet website.

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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

Ability to follow instructions, well organized with attention to detail, good judgment and analytical skills, ability to work independently in a production environment, good personal computer and typing skills, the willingness and ability to learn new duties, good attendance, punctuality, and dependability. Knowledge of the collision location coding rules, policies and procedures as outlined in the Collision Location Coding Manual is desirable. Must know the Department's geographic locations and relate them to county, city and State routes.

Ability to read maps and perform simple mathematical calculations.

Ability to work independently with a minimum of direction and supervision.

Knowledge of personal computers and ability to retrieve information from stored computer database.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The SSA serves as the quality assurance statistical information resource for staff. The SSA will be responsible for entering, editing, and identifying errors and omissions on traffic collision reports. 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). The SSA will serve as a liaison to management, staff, and internal and external stakeholders in matters relating to traffic collision reporting. It must be timely to meet the requirements of the cooperative Statewide Integrated Traffic Records System (SWITRS) which involves the California Highway Patrol and Department of Motor Vehicles. This information is used and analyzed 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 improvements. This is the first building block of collision information and could cause extreme embarrassment to the Department if information was used in litigation against the Department and it was found to be inaccurate.

PUBLIC AND INTERNAL CONTACTS

No public contact. Internal contacts include frequent communication with the Staff Services Manager I of the Collision Coding and Data Analysis Unit and his/her staff. Independently confer with staff in various units within Caltrans headquarters and district offices. Monthly communication with data analysis staff at the California Highway Patrol and SWITRS Unit.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee is required to sit for long periods of time using a keyboard and video display; maintain long periods of concentration when doing analysis and data checking, and respond to difficult situations when dealing with persons with diverse backgrounds, needs and situations. Must be able to move packages and/or stacks of traffic collision reports weighing 5 to 10 pounds each. Bending, stooping, and pulling may be required within the normal course of performing some of the responsibilities associated with the position.

WORK ENVIRONMENT

The incumbent may be exposed to climate-controlled environment: artificial lighting for extended periods of time.

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.)

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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