

**CALIFORNIA OFFICE OF TRAFFIC SAFETY (OTS)
DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Analyst	DISTRICT/DIVISION/OFFICE OTS/Operations	
WORKING TITLE Grant Coordinator	POSITION NUMBER	EFFECTIVE

As a valued member of the OTS team, you make it possible for the Office to improve traffic safety 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 direction of the Assistant Director of Operations, the incumbent in this position is responsible for planning, developing, monitoring, and evaluating programs (grant project agreements) which assist the Office of Traffic Safety (OTS) in conducting a coordinated and comprehensive statewide traffic safety effort.

TYPICAL DUTIES:

The above responsibilities include, but are not limited to:

- 35%** Explaining the traffic safety program and soliciting active participation in traffic safety projects; performing on-site monitoring by conducting onsite assessments, pre-operational reviews and grantee performance reviews of funded projects; reviewing quarterly performance reports as well as final project reports; assists with conducting administrative evaluations of completed projects; and preparing correspondence.
- 35%** Recommends priorities and developing a comprehensive written plan that identifies pertinent traffic safety problems, objectives and proposed solutions including detailed task activities, costs and implementation time frames.
- 15%** Analyzes traffic safety problems identified through the analysis of statistical data and other information available from State and local agencies. Analyzing alternative countermeasure program proposals for their potential impact, cost effectiveness, and whether or not they are allowable and fundable within the limits of the program.
- 15%** Provides other analytical staff support services as necessary.

SUPERVISION EXERCISED OVER OTHERS

There will be no supervision of employees at OTS. Supervision and management of various traffic safety projects is required. Via e-mail, telephone and quarterly performance reports, ensure project progress, completeness and data quality. Start to finish; the Coordinator is the only contact for the whole process of the project development, progress measurement, project modification and completion.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of state and federal grants policies. Research, gather and analyze data on agencies submitting proposals. Oversee media events, press conferences, task force meetings, and advisory groups.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Inaccurate or incorrect messages could jeopardize local and state funding for projects. Timeliness is essential to keep projects running in accordance with state and federal regulations.

PUBLIC AND INTERNAL CONTACTS

Coordinator conducts on-site meetings, coalition meetings, etc. Participates in conference design, development, planning and execution. Coordinator has a very high level of contact and must act as equal or as traffic safety expert in meetings with Chiefs of outside agencies. Acts as speaker at media events, presenter/moderator at conferences, and facilitator for task force groups.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

This position requires approximately 20% travel, including overnight travel. Regional Coordinators must be able to travel to the region for meetings with agency personnel, attend OTS Conferences and other pertinent state and federal events.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print)

Employee signature Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print)

Supervisor signature Date