

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

CLASSIFICATION TITLE Staff Services Manager 1 (Specialist)	DISTRICT/DIVISION/OFFICE OTS/Operations	
WORKING TITLE Child Passenger Safety Specialist/ Special Projects	POSITION NUMBER 703 005 4800 005	EFFECTIVE

As a valued member of the Office of Traffic Safety (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 the Statewide Child Passenger Safety (CPS) Program. The incumbent will also be responsible for the development and approval of the Highway Safety Plan and Annual Performance Report. Additional duties will include serving as the OTS Legislative Analyst and Training Officer.

TYPICAL DUTIES:

The above responsibilities include, but are not limited to:

- 35%** Responsible for the Statewide Child Passenger Safety (CPS) Program. Coordinate the development and/or distribution of National Highway Traffic Safety Administration (NHTSA) and other CPS/Booster seat educational materials and resources to California CPS programs. Maintain and update the OTS website to provide easily accessible occupant protection information, materials, and resources; and specifically, updating the California mandated list of locally operated child safety restraint distribution, education, and violator programs by county. Partner with the California Highway Patrol on scheduling and participating in events to check on the proper installation of child seats.
- 25%** Gather and analyze necessary data, produce graphic representations of data, and provide narrative and formatting for the Highway Safety Plan and Annual Performance report. Present to Executive Management, NHTSA, and the California Transportation Agency for approval.
- 20%** Serve as the Training Officer for OTS. Perform a yearly needs assessment to determine training requirements to maintain employee excellence and provide for upward mobility. Work with Cal-HR, NHTSA, GHSA, Caltrans, Cooperative Personnel Services and other vendors to procure training courses. Develop and continuously improve an on-boarding program for new OTS employees.
- 15%** Represent the office on task forces, advisory committees, and at conferences involving participants from Federal, State and local political subdivisions, private industry and special interest groups.
- 5%** Providing 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

Maintain certification from the National Child Passenger Safety Board as a licensed CPS Technician. Knowledge of state and federal grants policies and publications. Ability to research and analyze complex data and explain in a clear and concise manner. Knowledge of the legislative process. Proficient in the Microsoft Office Suite.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Inaccurate or incorrect publications 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

This position will conduct on-site meetings, coalition meetings, etc. Participates in conference design, development, planning and execution. 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. Must be able to travel to the State for events to attend Child Passenger Safety events, 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