

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION OHSIP / TASAS / Collision Coding & Data Analysis Unit	
WORKING TITLE Manager, Collision Coding & Data Analysis Unit	POSITION NUMBER 913-155-4800-003	EFFECTIVE DATE

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 supervision of the Traffic Accident Surveillance and Analysis System (TASAS) Branch Chief, a Senior Transportation Engineer, the incumbent plans, organizes, supervises, and directs the activities of the Collision Coding & Data Analysis Unit. The unit is comprised of Research Analysts and Program technicians engaged in gathering, analyzing and interpreting statistical accident data and coding traffic collision reports that occur along state highways. The incumbent, upon requests from the Legal department, may represent TASAS in depositions, respond to subpoenas or testify in court. The incumbent also provides training, technical expertise and guidance to staff in the Unit.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	E	Supervise the Collision Coding and Data Analysis Unit and is responsible for coordinating priorities, balancing workload and establishing operating procedures. Provides instructions, direction, and guidance in order to maintain established production and accuracy standards. Maintain a comprehensive knowledge of the existing TASAS database program to identify needs, improvements and recommend solutions for TASAS program related issues. Trains employees on rules and procedures for coding traffic collision reports. Assist in the organization and coordination of the technical and administrative operations of the TASAS unit. Updates the guidelines established in the Department's collision location coding manual and informs staff of any changes to policies and procedures for processing traffic collision reports.
30%	E	Maintain close communication with Department Traffic Safety, Divisions and Districts and responses to all data requests. Acting as single focal point for legal inquiries, represents TASAS in depositions, respond to subpoenas and testify in court. Coordinate and implement new procedures and policies in cooperation with external Agencies to improve data availability and quality. Coordinate with CHP and Legal department regarding crash data and related inquiries. Take the lead on activities to improve efficiencies and cooperation between CHP and Caltrans. Establish and maintain channels of communications and coordinate the efforts with the District offices and Headquarters program to implement TASAS program objectives. Make presentations to Management, districts, internal and external agencies.
20%	E	Responsible for developing and monitoring the TASAS accident database program. Responsible for researching, gathering and analyzing statistical accident data derived from the TASAS database to compile structured monthly statewide accident trend reports for the TASAS intranet website and prepare the annual accident data on California state highways publication. Work with the Highway Inventory Unit, IT, and District to ensure traffic collision records are located correctly in the TSN collision database and make appropriate decisions to address discrepancies.
10%	E	Responsible for providing TASAS statistical accident data to users. This involves consultation with the user to define data needs, determine a systematic procedure to perform intensive data investigation to gather, compile, edit and interpret required data, recommend data solutions for statistical analysis and provide follow-up liaison. Coordinates with TASAS Branch staff and District Safety staff to resolve problem reports. Provide consultative advice to regular users from Legal, Public Affairs and Traffic Safety within the Department, also response to inquiries from California Highway Patrol (CHP), Department of Motor Vehicles (DMV), Federal Highway Administration (FHWA), Universities and other State and Federal agencies.

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5% M In the absence of TASAS Branch Chief or as directed by supervisor, the SSMI will serve as a member of the Traffic Records Coordinating Committee (TRCC), support Highway Safety Improvement Program and Highway Safety Research Center (HSIS) activities.

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

Incumbent has direct supervisory responsibility over his/her unit's staff comprising of Research Analysts and Program Technicians.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of principles and methods of public and business administration including organization, fiscal and personnel management, training, and administrative analysis. Must have knowledge of Department's equal opportunity goals and objectives. Must have the ability to plan and direct the work of others, prepare employee evaluations, schedule and conduct staff meetings, and communicate effectively both orally and in writing.

Ability to read, interpret and analyze traffic collision reports. Must be able to organize large amounts of technical data and use analytical techniques in the coordination, monitoring and evaluation of collision coding data and processes. Use analytical techniques to resolve or provide information for establishing new or revised guidelines in the Department's Manual for coding traffic collision reports.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Information gathered and generated by the TASAS Branch is used in the preparation of numerous reports and studies. Failure to use sound judgment and maintain professionalism in the execution of the duties of this position could result in damage to the credibility or success of TASAS activities, the Division of Transportation System Information or the Department. This could limit the effectiveness of the TASAS Branch in its relationships with other Caltrans units, external agencies and the public.

PUBLIC AND INTERNAL CONTACTS

Independently confers with various units within Caltrans Headquarters and District offices, California Highway Patrol and various safety research groups.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will develop and maintain cooperative working relationships. Must deal effectively with pressure; maintain focus and intensity yet remain optimistic and persistent, even under adversity. Enable others to acquire the tools and support they need to perform well. Develop new insights into situations and apply innovative solutions to make improvements. Consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations, is tactful and treats others with respect.

WORK ENVIRONMENT

The employee will work in a climate-controlled office under artificial lighting. The employee may be required to travel to meetings.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
