

OFFICE OF TRAFFIC SAFETY

DUTY STATEMENT

CLASSIFICATION TITLE Staff Services Manager II (M)	DISTRICT/DIVISION/OFFICE Office of Traffic Safety	
WORKING TITLE Assistant Director of Operations -	POSITION NUMBER	EFFECTIVE 07/01/2015

Under the general supervision of the Director, the Assistant Director of Operations is responsible for the management and supervision of a staff of professionals that work on a broad range of traffic safety program activities, including problem identification, program planning, project development, implementation, monitoring, and evaluation. The incumbent participates in program policy decisions.

The above responsibilities include, but are not limited to:

- 35%** Manages a team of professionals that deliver a statewide grant program that delivers behavior based safety programs to prevent serious injuries and deaths on California roadways. Plans the work schedules, prepare budget estimates and coordinates operational activities of six analysts, two Law Enforcement Liaisons and two Retired Annuitants in administering several complex multi-jurisdictional projects.
- 10%** Directing the development and operational implementation of California's highway Safety Plan (HSP). The HSP is necessary to obtain the federal funding each year for California traffic safety projects. The HSP covers a wide range of traffic safety activities including emergency medical services, alcohol and other drugs, police traffic services, occupant protection, traffic records, and traffic engineering.
- 10%** Direct the development of the Annual Performance Report outlining program accomplishments and expenditures. The report is required by the California Legislature and the National Highway Traffic Safety Administration.
- 10%** Coordinating the projects in the various program areas to insure an effective overall traffic safety program. This involves meeting with managers in state and local traffic safety agencies and gaining their cooperation and support.
- 10%** Planning and directing strategies for countermeasure program development and recommending funding levels and countermeasure programs to the Director for the various program areas.
- 10%** Analyzing complex data and information needed to identify California's traffic safety problems and priorities, and evaluating both program and project effectiveness.
- 10%** Maintaining liaison with administrators of the National Highway Traffic Safety Administration and state and local agencies on matters relating to the traffic safety program.

5% As a member of the Senior management team has the responsibility for formulating office and program policies and procedures.

SUPERVISION EXERCISED OVER OTHERS

The incumbent is responsible for the operational activities of a statewide grant program. The incumbent supervises six Associate Governmental Program Analysts two Law Enforcement Liaisons.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must have a working knowledge of management philosophies and practices; read and write English at a level required for successful job performance; work and communicate effectively in small and large groups; and analyze situations accurately, solve difficult problems, delegate assignments efficiently, and take effective action. Must be able to enforce rules and regulations with tact and maintain cooperative relations with employees and the public.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The daily decisions which are made by the incumbent are significant in that they affect multiple units within the office, as well as other state departments. Error or delay in decisions by the incumbent could result in work delays, both within the office and for outside grant agencies. Inappropriate decisions could result in law-suits against the State, embarrassment and a poor public image of OTS.

ANALYTICAL REQUIREMENTS:

The incumbent must be able to manage a staff of professional personnel. Must be able to lead a team to produce time sensitive reports in an accurate and professional fashion.

PUBLIC AND INTERNAL CONTACTS:

The incumbent will have daily contact with all levels of statewide employees, high level State, Federal and Local Representatives and other Traffic Safety Professionals.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Must be able to supervise and communicate effectively with varying levels of subordinates, handles personnel issues as well as individual personality traits. Encourage and motivate employees as well as initiate disciplinary action as necessary.

Must be able to act independently and make critical decisions to ensure the completion of work due to the continually changing priorities to meet critical timelines and due dates.

WORK ENVIRONMENT

Must have the ability to multi-task and coordinate and review a variety of financial data to ensure accuracy. Must be able to modify established procedures to meet changing needs.

Must be able to adjust and modify schedules to ensure accurate reporting, timely processing of invoices and claims and the smooth and efficient operations of the fiscal unit.

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