

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Program Technician II	OFFICE/BRANCH/SECTION OHSIP/Crash Coding & Data Analysis Unit	
WORKING TITLE Program Technician II	POSITION NUMBER 913-155-9928-913	REVISION DATE 08/14/2023

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general supervision of a Supervising Program Technician III, TASAS Crash Coding and Data Analysis Unit, the incumbent performs a variety of duties directly related to identifying the location of traffic crashes that occur on State Highway and sequence of event coding process in accordance with approved procedures, policy and precedent. The technician may also provide technical guidance to other Program Technicians in the coding process. The technician must be knowledgeable with the contents of various reference materials (such as various Mapping/GIS tools, coding manuals, sequence listings, etc.).

CORE COMPETENCIES:

As a Program Technician II, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety First - Engagement)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Engagement)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety First - Engagement)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First - Engagement)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety First - Engagement)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First - Engagement)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety First - Engagement)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety First - Engagement)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	Review, code location and sequence of event Traffic Crash Report (TCR), and inputs the data into user interface. The technician identifies and applies alpha/numeric codes within the corresponding field from TCR onto the document.
35% E	Reviews traffic crash reports. Identifies errors and omissions on documents, such as courtesy reports, private property reports, counter reports, and reports with missing or inaccurate pages, beat numbers, injury information or jurisdictions. Using reference materials, such as California Vehicle Code, Crash Investigation Manual, Beat Description printouts, Officer ID listings, and County/City Code book corrects errors and omissions on identified documents.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

15%	E	Communicates tactfully and courteously by telephone, letters, or faxes with other state agencies regarding traffic crash reports that need further clarification or correction.
10%	E	Develop, update, and maintain weekly spreadsheet for reporting production.
5%	M	Scanning Traffic Crash Reports. Develop, update, and maintain weekly spreadsheet for reporting production.

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

Knowledge: Must have an understanding of crash coding processing and highway characteristics. Experience using mapping tools is desirable. Abilities: Must be able to read maps, utilize computer, and perform mathematical calculations quickly and accurately. Must be able to work under pressure of continuing heavy workload. Analytical: Must have the ability to read and understand traffic crash reports from local and State enforcement agencies and properly code them within the guidelines established in the Department's Location and Sequence of Event Coding Process Manual.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the initial coding of all traffic crashes on State highways within assigned Districts. Location and Sequence of Event must be complete, 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). It must be timely to meet the requirements of the cooperative Statewide Integrated Traffic Records System (SWITRS) and California Crash Reporting System (CCRS) 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

Moderate contact with Traffic Operations TASAS Branch staff and TASAS Coordinators in the district offices. Frequent communication with Supervising Program Technician III and Staff Service Manager I of Crash Coding and Data Analysis Unit.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be enthusiastic, dependable and detail oriented with the ability to work well under pressure. The individual must be able to maintain good organizational and interpersonal relationships. 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 crash reports weighing up to 5 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 works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
