

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Research Data Analyst II	OFFICE/BRANCH/SECTION OHSIP/Crash Coding & Data Analysis Unit	
WORKING TITLE Research Data Analyst II	POSITION NUMBER 913-155-5731-005	REVISION DATE 12/03/2024

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 Staff Services Manager I, is responsible for developing, implementing, and monitoring the Traffic Accident Surveillance and Analysis System (TASAS) Accident Database program and providing technical assistance in the maintenance of the Highway Database program.

CORE COMPETENCIES:

As a Research Data Analyst 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. (Cultivate Excellence - Equity)
- **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. (Cultivate Excellence - Engagement)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety First - Equity)
- **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 - Equity)
- **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	
45% E	Under general supervision, provides TASAS statistical accident data to internal and external users. This involves consultation with the user to define data needs, determine a systematic procedures to perform intensive data investigation to gather, compile, edit and interpret required data, recommend data solutions for statistical analysis and provide follow-up liaison. Provides consultative advice to regular users from Legal, Public Affairs and Safety sources within the Department, California Highway Patrol (CHP), Department of Motor Vehicles (DMV), Federal Highway Administration (FHWA), Universities and other State and Federal agencies.

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)

30%	E	<p>Responsible for independently researching, gathering, and analyzing statistical accident data derived from the TASAS database to compile structured monthly statewide accident trends reports and annual accident data reports on California state highways. These structured professional reports display fatal, injury, and property damage accidents, accident rates, travel, and road miles.</p> <p>Responsible for independently performing varied and complex technical work employing research methodology and statistical techniques to prepare special study reports. Writes and prepares TASAS manuals and keeps up to date with the TASAS accident portion of the Traffic Manual. Assists in preparing the annual California highway log report consisting of roadway characteristics.</p> <p>Participates in the Transportation System Network Replacement (TSNR) Project.</p>
10%	E	<p>Responsible for developing and monitoring the TASAS accident database program. Assists in the organization and coordination of the technical and administrative operations of the TASAS unit. Maintains a comprehensive knowledge of the existing TASAS database programs to identify needs, and improvements and recommend solutions for the resolution of TASAS program-related issues. Establishes and maintains channels of communication and coordinates the efforts of the district offices and Headquarters program to implement TASAS program objectives.</p>
10%	E	<p>Acts as a resource analyst for users of the TASAS database system, providing training and support to Headquarters and District TASAS personnel in the operation and maintenance of the TASAS database system. Identify needs, improvements, and recommended solutions by program change requests or resolution for stakeholders and assisted/coordinated administrative operations of the TASAS/CCRS module within TSN. Any other additional duties related to TASAS data base system.</p>
5%	M	<p>Participates in data analysis and data research activities related to crash data. Duties may include reviewing research proposals and reports, completing data analysis, and presenting data to executive management and stakeholders. Maintains internal and external web pages within the office. Performs other duties as directed.</p>

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. Limited to providing direction at times to the unit's other members on a specific job

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of research methods and techniques including the planning of studies and investigations, statistical procedures, general principles, concepts, and terminology used in research; departmental policies and procedures; understanding and commitment to effectively carry out State and departmental equal employment opportunities.

Must have the ability to: Gather, compile, analyze, and interpret data; prepare research and statistical reports; analyze written and numerical data regarding general governmental problems; speaks and writes effectively; reasons logically and creatively using a variety of analytical techniques to resolve or provide information regarding complex governmental and managerial problems; develops and evaluates alternatives; consults with and advise administrators or other interested parties on a wide variety of subject-matter areas; gains and maintains the confidence and cooperation of others; designs and implements research-related projects.

Must have a basic understanding of data organization and be able to organize large amounts of technical data. Must be able to use analytical techniques in the initiation, coordination, monitoring, and evaluation of volume, roadway, accident, and other traffic accident data and highway safety improvement efforts.

Familiarity with contract plans and being able to determine proper procedures to make corrections and/or modifications to roadway records because of construction and other changes. Interprets edited documents and be aware of problems involving programming and processing data. Be able to determine how to retrieve information from stored computer data for various types of requests.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

As a member of the Crash Coding & Data Analysis Unit, is responsible for maintaining a high level of service to the users of TASAS data with functional responsibility for ensuring the accuracy of the data and the integrity of the TASAS system. Incorrect information or faulty analysis or interpretation could result in the State not being properly defended in lawsuits and placing the transportation facilities and the overall safety of the traveling public in jeopardy. Responsible for prompt follow-up on edit programs and timely production of documents and reports.

Information gathered and generated by the TASAS unit, and the Crash Coding & Data Analysis Unit, is used in the preparation of tort Liability cases against the State of California. Lawsuits in the amounts of \$1,000,000 and more are not uncommon. The Department's legal staff must have access to accurate and up-to-date traffic accident records and highway inventory. Inaccurate

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)

accident data or obsolete inventories may cause delays in the legal process or may be used against the State of California as part of an overall negligence case presented by plaintiffs.

PUBLIC AND INTERNAL CONTACTS

Independently confers with all various units within Headquarters (including Legal, Office of Computer Systems, etc.) and the districts. External contacts include representatives from the California Highway Patrol, Department of Motor Vehicles, Office of Traffic Safety, Federal Highway Administration (FHWA) representatives, Universities, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbents must be enthusiastic, dependable, and detail-oriented with the ability to work well under pressure. The individuals must be able to maintain good organizational and interpersonal relationships. The employees are required to sit for long periods using a keyboard and video display; maintain long periods of concentration and respond to difficult situations.

WORK ENVIRONMENT

The employee will work in a climate-controlled office under artificial lighting with occasional background noise from other workstations. The employee may be required to travel to meetings. This position may be eligible for telework. The amount of telework is at the discretion of the Department and is 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, or 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.

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

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.