

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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 03/20/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of a Supervising Program Technician III, Crash Coding and Data Analysis Unit (CCU) , 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 must be knowledgeable with the contents of various reference materials (such as various Mapping/GIS tools, both location and sequence of event coding manuals, highway sequence listings, etc.) and demonstrate the ability to make independent decisions under supervision

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety - Collaboration)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Collaboration)
- **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 - Collaboration)
- **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 - Collaboration)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety - Collaboration)
- **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 - Collaboration)
- **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 - Collaboration)
- **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 - Collaboration)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Safety - Collaboration)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Code traffic crash reports (TCRs) which requires research by utilizing computer software and available resource tools along with Transportation System Network (TSN) crash database and highway database to obtain further information pertaining to the location referenced on the traffic crash report. In conjunction with these steps, use i judgment to determine the correct location, side of highway and, when necessary, area within an intersection or ramp, utilizing knowledge in accordance with the Crash Location Coding & Sequence of Event Manual.

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25%	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, and County/City Code book corrects errors and omissions on identified documents. Review miscoded TCR received from the CHP and provide feedback along with updates to the Program Technician III (PT III) and CCU management team. Review the TCR for consistency and routinely verify the location coding. This includes checking a random batch of work, and making the corrections under close review, to the post-mile location or various direction codes and sending the work back to the PT III where it is then verified for accuracy.
15%	E	Under supervision, code crash reports which requires research by utilizing computer software, intranet, Internet using TSN crash database and TASAS highway database to obtain further information pertaining to the location as referenced on the TCR. In conjunction with these steps, use judgment to determine the correct location, side of highway and, when necessary, area within an intersection or ramp.
10%	E	Under supervision process updates to the location and sequence of event data in the TSN crash database. Verify the requested correction to the coding of the TCR, utilize computer software to access the crash record in the TSN accident database, check for actual data entry, produce a computer update file, process the update file for inclusion into the TSN crash database.
5%	M	Review and verify reports submitted in TSN. Utilize computer software to access the crash record in the TSN accident database, verify the MAIT incident. Review all reports received from Caltrans Multi-disciplinary Accident Investigation Team (MAIT) Engineers throughout the State for accuracy. Develop, update, and maintain weekly spreadsheets for reporting.

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

No public contact. Internal contacts include frequent communication with the Staff Services Manager I and management team of the Crash Coding and Data Analysis Branch.

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.

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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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee’s designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd 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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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
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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Program Technician	OFFICE/BRANCH/SECTION OHSIP/Crash Coding & Data Analysis Unit	
WORKING TITLE Program Technician	POSITION NUMBER 913-155-9927-913	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 close 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. Work is subject to review to determine accuracy and compliance with procedures.

CORE COMPETENCIES:

As a Program Technician, 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (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. (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)
- **Diagnostic Information Gathering:** Identify information needed to clarify a situation, seeking that information from appropriate sources. (Strengthen Stewardship and Drive Efficiency - Equity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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45%	E	In a learning capacity, assist with reviewing and determining crash reports from selected areas within the State to determine where the crash occurred with regard to the State Highway Postmile System. This includes checking the sections of the report that refer to the location and interpreting the information into postmile values by utilizing the postmile log, ramp diagrams, digital map software, and other various reference tools. Postmile values to the nearest 0.01 mile must be determined for crashes on highway segments. For intersections and ramps, the postmile value must be a valid designation as identified on the postmile log; additional coding is necessary to indicate the specific location on the ramp or in the intersection. For all crashes, the direction of travel must also be determined by reviewing the report and interpreting the side of highway upon which the crash occurred. These values (postmile location, direction of travel, and when necessary, ramp or intersection location) are entered in user interface or written on the traffic crash report form, and sent back to the California Highway Patrol (CHP) for processing.
25%	E	Mail the coded outgoing report to CHP and the District offices; separate incoming reports from CHP into Caltrans Districts using city and county listings; logs amounts of reports received, and distribute to Coding Unit personnel. Make copies of reports as necessary. Maintain logs and manuals.
15%	E	Research Traffic Crash Reports that have no highway information to determine if the crash is state highway related.
10%	E	Scan Traffic Crash Reports.
5%	M	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 be able to learn the Department's geographic locations and relate them to county, city and State routes.

Knowledge of the State Highway route system and Highway Postmile Log. 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 Crash

Location and Sequence of Event Coding Manual.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the initial coding of all traffic crashes on State highways within assigned Districts. Location coding must be complete, legible, 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 CHP and Department of Motor Vehicles (DMV). This information is used 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 improvement. This process is the first building block for collision information and could cause extreme embarrassment to the Department if information was used in litigation against the Department and was found to be inaccurate.

PUBLIC AND INTERNAL CONTACTS

No Public contact. Moderate contact with Traffic Operations TASAS Branch staff and TASAS Coordinators in the district offices when inquiring about possible new ramps, intersection or high segments not reference in the postmile logs.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to move packages and/or stacks of collision reports weighing 5 to 10 pounds each. Bending, stooping, sitting for long periods of time, and pulling may be required within the normal course of performing some of the responsibilities associated with the position.

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.

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WORK ENVIRONMENT

Employee will work in a two-story climate controlled office under artificial light with occasional background noise from other workstations. Will operate a personal computer approximately 95% of the time and make and answer phone calls on conventional desk phones. Employee may also be required to travel and work mandated overtime, including weekends and holidays.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters Location, and 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