

Sample Position Descriptions





Sample Position Descriptions

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Sample Position Description

Background Information

PURPOSE

The purpose of this project is to provide sample job descriptions for typical positions that exist within State Highway Safety Offices. The GHS A Sample Position Description material complements the GHS A State Profiles publication by providing specific information regarding the job duties of the staff positions referenced.

SOURCES

The material for this project was provided by several States (Michigan, Delaware, Texas and Washington) which were asked to share copies of the position descriptions used in their Highway Safety Office. As expected, there are many differences in the approaches used by the States. In some States, a standard description exists for each position on a form prescribed by their human resources department. In others, a standard job description template with multiple options is used to hire many positions and is custom built at the time a particular position is being filled. In another case, the State does not have position descriptions specific to the Highway Safety Office, but instead develops employee performance plans that include performance requirements for each job. With this background in mind, the following information has been compiled to be used as a reference by the States and then adapted to their specific need.

HOW TO USE THIS MATERIAL

The requirements for the organization and staffing of State Highway Safety Offices vary widely and are necessarily dictated by the individual State's budget, law, policy, labor contracts and other agreements. This material is intended only as a supplemental information resource for use by the States when examining their position descriptions and to assist them in learning the approach taken by other States.

1. SAMPLE POSITION DESCRIPTION SET

A set of sample position descriptions for the key program staff positions in a hypothetical medium to large size Highway Safety Office has been developed. This sample may represent more positions than many Highway Safety Offices are able to support. The reader should choose those positions from the list which they need and may combine job duties according to their allowable staff resources.

Following is information regarding the general organization and approach of this sample Highway Safety Office to assist in a general understanding of the approach being taken in this sample.

- The estimated percentage of time spent on each job duty within a position is provided with the duty.
- The duties of the Governor's Highway Safety Representative (GR) and the Highway Safety Office Director-Coordinator are the responsibility of one person. In some States, the GR and Coordinator may be separated into two positions with the GR having a higher level policy function within a State department and the Coordinator performing the operational duties.
- This sample office has multiple specialized highway safety program coordinators. Some coordinators have responsibility for more than one program. The position descriptions for four key programs are provided: Alcohol/Drugs, Occupant Protection, Traffic Records Coordinator and Youth. Position descriptions for other program areas can be developed by substituting appropriate language to address the specialized program area i.e. police traffic services, older drivers, motorcycle safety, etc.
- The highway safety program coordinators also are assigned responsibility for grant development and community outreach within a specified geographic area of the State (referred to as Regional Liaison). Other States may organize their community traffic safety program responsibilities in a different manner, such as having separate regional staff, using district or regional employees within the department, or obtaining contractual services to perform these tasks through a nonprofit organization or local unit of government.
- The communications specialist is located within the Highway Safety Office. In some States these responsibilities are performed by communications staff located within State government but outside of the Highway Safety Office. These communications staff have responsibility for the State agency's overall public information activities. In other cases, some or most of these services are obtained contractually.



Sample Position Description

Background Information

- The law enforcement liaison (LEL) position is located within the Highway Safety Office and has responsibility for the statewide program including oversight of other LELs who may work on a contractual basis.
- The alcohol-drug program coordinator position does not have responsibility for overseeing a drug recognition expert program (DRE) which may be the case in other States.
- The Highway Safety Office has an online grant application and reporting system (e-grants).
- The Highway Safety Office, like many others, has responsibility for additional related programs funded by the State. In that case, the cost of the employee salaries and timekeeping must be proportionately divided and documented. Semi-annual certification of time allocation documentation is required by Federal rule.
- The Highway Safety Office serves as the administrator of the U.S. Department of Justice Office of *Juvenile Justice* and Delinquency Prevention (OJJDP) underage drinking prevention program.
- The Highway Safety Office hosts an annual statewide traffic safety summit, publishes a periodic newsletter and sponsors some law enforcement functions.

Positions

Accounting Tech
Alcohol-Drug Program Coordinator
Communications Specialist
Evaluation and Data Analyst
Financial Manager/Accountant
Grant Program Manager
Highway Safety Office Director/Coordinator
Law Enforcement Liaison
Occupant Protection Program Coordinator (and EMS)
Planner/Deputy Director
Traffic Records Program Coordinator
Youth Coordinator

2. FARS POSITION DESCRIPTION

A sample position description for a FARS (Fatality Analysis Reporting System) manager/analyst is provided. In many States this position is located within the Highway Safety Office. The duties and responsibilities of this position(s) are specified in a formal contract between the State and NHTSA. The FARS analyst may have additional traffic crash data related responsibilities.

Position

FARS Manager/Analyst



Sample Position Description

Accounting Tech

General Summary of Function/Purpose of Position

This position serves as the accounting technical support for the Fiscal Section, which handles all aspects of the Federal grant programs within the State Highway Safety Office (SHSO). Duties include independent processing of payments (invoices, grants, direct vouchers and purchase orders), preparation of related spreadsheets, maintenance of records for financial disbursements within the division, maintenance and reconciling of purchasing records, preparation of journal vouchers, and tracking of equipment for grantees and inventory for the division.

Duty 1

Process financial voucher requests for the Federal highway safety program. 55% of time

- Compile Federal cost statements on a spreadsheet by fund type and amount of request, and by cost code for State agency payments.
- Enter Federal cost statements as direct vouchers in the State accounting system.
- Follow up with vendors for any missing or inaccurate Federal ID numbers.
- Prepare Federal reimbursement voucher Grant Tracking System (GTS) requests.
- Provide payment information to the Finance Director.
- File all grant payments in grantees' notebooks, and file GTS requests and direct voucher printouts in a central notebook.

Duty 2

Process financial voucher requests for the State grant programs. 20% of time

- Compile cost statements on a spreadsheet by grantee and amount of request.
- Enter cost statements as direct vouchers in accounting system.
- Enter payment batches on payment spreadsheet.
- Prepare journal voucher for grants.
- Provide payment information to the Finance Director.
- File all grant payments in grantees' notebooks and file direct voucher printouts in a central notebook.

Duty 3

Independently keep track of in-house (non-grant) expenses for the SHSO, review for accuracy and appropriateness, and process payments for the fiscal manager to approve. 15% of time

- Receive and review invoices, travel vouchers, purchase order draws and other requests for non-grant payments.
- Enter requested amounts as direct voucher in the State accounting system or as a draw from an established purchase order.
- For invoices greater than the delegated authority for the division, provide back-up documentation to the appropriate staff to release.
- Follow up with vendor for any questioned items on payment requests, or for missing Federal ID numbers.
- Maintain and update vendor identification lists and staff coding list.



Sample Position Description

Accounting Tech

Duty 4

Handle procurement-related activities and complete other duties as assigned. 10% of time

- Prepare journal vouchers as directed to ensure correct account coding for expenses within the in-house grants.
- Reconcile purchase transactions for SHSO staff with spreadsheet provided by the Budget Division.
- Assist with identification of costs on reports for the SHSO's in-house grants.
- Serve as back-up for ordering and maintenance of supplies for the SHSO.
- Provide guidance and assistance to SHSO staff concerning State procurement rules.
- Prepare spreadsheets and assist with other projects, including year-end close, as directed by management.



Sample Position Description

Alcohol/Drugs Program Coordinator

(also has criminal justice system, motorcycle, fatigued, aggressive and distracted driver program responsibility)

General Summary of Function/Purpose of Position

This position serves as the single statewide resource person to assist managerial and program staff regarding impaired driving (defined as alcohol and drugs), motorcycle safety, fatigued, aggressive and distracted driver programs for the State Highway Safety Office (SHSO). The position responsibilities include long- and short-term program planning, grant development and budget development and oversight. Duties also include conducting monitoring and providing technical assistance to grantees. Position makes periodic presentations representing the SHSO at local, State and national highway safety meetings and conferences.

Duty 1

Independently plan and prepare the impaired driving, motorcycle, fatigued, aggressive, and distracted driver programs based on research, data, State and national priorities for the SHSO. 30% of time

- Provide overall guidance and direction to the impaired driving, motorcycle safety, fatigued, aggressive and distracted driver programs.
- Review and evaluate professional journals, publications, reports and literature reviews dealing with impaired driving, motorcycle safety, fatigued, aggressive and distracted driver issues.
- Determine project activities including design, analyze, test, implement and measurement of projects/grants.
- Design policies, strategies and guidelines to resolve the identified impaired driving, motorcycle, fatigued, aggressive, and distracted driver problems.
- Facilitate the review and approval of highway safety grant development plans and strategies.
- Evaluate data and conduct problem identification on a statewide basis in the impaired, motorcycle, fatigued, aggressive, and distracted driver area.
- Network with Federal, State, and local agencies and the criminal justice community to maintain a broad base of current knowledge and remain up to date with the latest technology and best practices.
- Serve as staff resource person to respond to requests from the general public, media and legislature on impaired driving, motorcycle, fatigued, aggressive and distracted driver issues.

Duty 2

Independently plan and prepare the assigned program area sections of the Highway Safety Plan, as well as other incentive funding plans, based on research and interviews with traffic safety professionals at the State, regional and national levels. 25% of time

- Review grant proposals and concepts that apply to the highway safety plan based on problem identification.
- Conduct needs assessments to determine specific problems and priorities to be addressed through grant programs.
- Develop countermeasure strategies targeted at resolving problems indicated by the identification process.
- Develop an evaluation component to measure project outcomes.
- Review grant applications and provide input on changes or revisions necessary to comply with State and Federal requirements.
- Approve final applications for implementation after determining the objectives and activities are consistent with goals stated in the State Highway Safety Plan.
- Manage all aspects of the grant administration process including site selection, development, budgeting, implementation and on-site monitoring.



Sample Position Description

Alcohol/Drugs Program Coordinator

- Conduct and lead network meetings with appropriate State and local partners to gain input in the grant development plans.
- Pursue and create new partnerships and design new grant activities with State and local agencies as new problems and priorities are identified through the needs assessment process.
- Provide problem solving and technical assistance to grantees throughout the grant period.
- Review and approve financial reimbursement requests as submitted by grantees.

Duty 3

Enhance the role the criminal justice and adjudication communities in working with the SHSO. 20% of time

- Serve as office liaison and expert between the criminal justice and adjudication networks and the SHSO.
- Facilitate communication and participation in traffic safety related activities among the criminal justice and adjudication networks and the SHSO.
- Actively work with the criminal justice and adjudication networks to pursue grant opportunities and partnerships.

Duty 4

Independently conduct monitoring and evaluation of grant programs to determine if they are impacting the problem and using resources in both an effective and efficient manner. 20% of time

- Analyze operational and financial methods to ensure that the SHSO grant requirements are followed.
- Evaluate implementation of program activities to determine effectiveness in terms of achievement of objectives.
- Design program policies and procedures to correct identified deficiencies.
- Evaluate successful methods in achieving program objectives and make technical application of these methods in other grant programs.
- Maintain weekly/monthly contact with grantees throughout the grant period, via telephone, e-mail, and personal meetings to ensure program effectiveness.

Duty 5

- Manage and direct special projects as assigned by the Grant Development Manager or Division Director. 5% of time
- Present information regarding the SHSO program initiatives at the local, State, and national levels.
- Advise the SHSO staff on information gained from highway safety meetings and conferences.
- Represent the SHSO at local, State, and national highway safety meetings and conferences.
- Direct the development of committees, task forces and working groups to address emerging impaired driving, motorcycle safety, fatigued, aggressive or distracted driver issues.
- Direct the preparation of grant applications for additional Federal funding in the impaired driving, motorcycle safety, fatigued, aggressive and distracted driving areas.
- Serve as Regional Liaison for the SHSO to provide oversight for thirteen counties within the west region of the State during the development, implementation and monitoring of Safe Community grant programs.
- Serve as the SHSO Regional Liaison for the assigned Traffic Safety Committees, and serve on the Executive Committee.



Sample Position Description

Communications Specialist

General Summary of Function/Purpose of Position

The communications specialist has responsibility for the planning, preparation and implementation of news events and other earned media activities to promote seat belt and impaired driving enforcement mobilizations working closely with the State Highway Safety Office (SHSO) enforcement team. This position develops and implements an annual communications plan for all SHSO traffic safety programs, including research, planning, executing and evaluating programs, acquiring paid advertising, and utilizing contract vendors to effectively produce messages. This position oversees the production and storage of publications as well as distribution to the traffic safety community. This position also develops the SHSO annual report; provides support as needed for SHSO public information and education programs, campaigns, and special events; maintains the SHSO website; and develops the SHSO newsletter. This position assists with securing strategic partnerships to promote traffic safety at target venues.

Duty 1

Plan, develop and implement publicity for statewide enforcement efforts focusing on seat belt use and impaired driving. 30% of time

- Recommend materials and activities for law enforcement agencies to generate local awareness of upcoming increased enforcement.
- Direct and oversee development, procurement and distribution of new creative pieces as needed, such as posters, brochures, banners, billboards, etc.
- Write materials for news events, including media advisories, law enforcement action kits, news releases, news conference agendas, talking points, fact sheets and background information. Post information on website.
- Select news conference sites and host news events. Track and assist with implementation of all news conference venues in case of multiple events, and list events on the SHSO website.
- Recruit news conference participants and follow up to confirm attendance and receipt of materials.
- Distribute media advisories and news releases to media, make media follow up calls and respond to media inquiries.
- Write thank you notes to participants.
- Promote other SHSO grant projects as indicated through news releases and media contacts.
- Work with the program coordinators to determine audiences and distribution of public information materials.
- Provide SHSO staff with information regarding the status and progress of their public information projects.

Duty 2

Develop all aspects of the SHSO communications program to disseminate informational, educational and promotional materials regarding the SHSO's activities for priority issues identified through the Highway Safety Plan. 25% of time

- Develop and implement the SHSO annual communications plan to ensure the coordination of activities and the maximum exposure of traffic safety messages to the identified target audiences.
- Present ideas for special events to garner attention and media coverage on a regular basis.
- Support the SHSO's participation in special events, such as regional or national conferences.
- Identify the need for appropriate outside contractual services to assist with research/marketing/public relations, design, and execution of high-profile traffic safety campaigns.
- Use the State procurement process to obtain contractual services through purchase orders, and develop well-defined goals, objectives and deliverables.



Sample Position Description

Communications Specialist

- Direct activities of contractors and monitor invoices with stated pricing and available budget.
- Direct research activities to determine public attitudes and awareness of the SHSO programs, and recommend the development of programs based on the survey findings. Periodically evaluate the impact of the SHSP awareness campaigns.
- Oversee the expenditure of funds for public information activity and materials, purchasing and related grant-funded activities to ensure State and Federal policies are met.
- Monitor news media on a daily basis to identify stories and issues with traffic safety relevance.
- Provide analysis of State and national news stories and events and their possible impact on the State.

Duty 3

Develop, write, edit and produce new traffic-safety materials, publications and promotional items and arrange for reprinting as needed. Manage State contracts for graphic design, video and audio production, maintain budget and reconcile monthly billing statements. Oversee the storage of publications and other materials and special projects as assigned. Manage the SHSO display at conferences and events. 20% of time

- Write and edit copy for print materials, ensuring appropriateness for target audience in design, photos and graphics.
- Determine scope of specialty work for print, radio, or broadcast ads by developing specifications for vendors, and ensure property purchasing paperwork is filed.
- Utilize State procurement and purchasing rules to order materials and authorize payments for purchase.
- Assign priority levels as well as due dates for projects to ensure timely delivery. Provide guidance for the overall conceptual direction/proof print work.
- Secure contracts as needed by writing Requests for Proposals for services such as video, audio, design and photo services, and track expenditures.
- Coordinate the content, design and printing for annual Traffic Safety Summit materials and other large or special events as requested.
- Review monthly inventory reports for materials to determine reordering and storage space needs.
- Recommend conferences and events for the SHSO exhibit, and ensure proper paperwork is filed to register. Coordinate staff volunteers to attend events and assign duties.
- Determine materials to be used with the SHSO display at conferences and meetings.

Duty 4

Coordinate the content and organization of the SHSO website according to standards, and oversee production of the SHSO newsletter. 15% of time

- Write, edit, review and prioritize items to be posted on the website.
- Oversee the posting of items to the website ensuring information is posted and removed in a timely manner.
- Ensure that enforcement mobilization information is kept updated on the website.
- Make recommendations for improvements to the website and ensure compliance with State standards.
- Investigate and recommend the use of new software and technology to improve communications with media, traffic safety partners and the public.



Sample Position Description

Communications Specialist

- Edit, coordinate and produce the newsletter as an electronic document published every other month.
- Solicit story ideas from program staff, assign deadlines, edit submitted articles and write articles as needed.
- Secure necessary copy approvals.
- Find appropriate graphics and photos to enhance publication.
- Coordinate the editing, production and distribution of the regional newsletter.

Duty 5

Produce the SHSO annual report. 5% of time

- Edit the SHSO annual report copy provided by the staff for consistency in style, tense, grammar and content.
- Follow up with staff as necessary to maintain deadlines and answer questions about program write ups.
- Locate graphics to accompany the write ups, ensuring adequate quality for optimum reproduction.
- Direct and oversee the layout and design of the document by the vendor.
- Proofread draft copies of the report and ensure all corrections are made.
- Ensure that the report is completed in compliance with the Federal deadlines.
- Obtain printing quotes and complete paperwork for reproduction of the report.

Duty 6

Pursue and develop strategic partnerships to further the reach and effectiveness of traffic safety messages. 5% of time

- Identify major sporting events or festivals that reach a significant number of the SHSO's target audiences.
- Identify potential partners and stakeholders that can assist the SHSO in reaching the target audiences.
- Recruit organizations and venues to take part in special promotions and events.
- Provide background about traffic safety issues and relevant statistics for each partnership.
- Recruit SHSO volunteers as needed for events.
- Evaluate each project to determine the effectiveness of the partnership.



Evaluation and Data Analyst

General Summary of Function/Purpose of Position

This position serves as the State's recognized resource for traffic safety analysis and evaluation. This position provides research, analysis, and evaluation of traffic safety data and information for the State Highway Safety Office (SHSO) which includes preparing the annual highway safety plan, developing objectives and evaluation frameworks for statewide highway safety programs, and reporting on program-related research and statistics.

Duty 1

Assist the SHSO Planner in the coordination of the development and completion of the annual SHSO Highway Safety Plan (HSP) in accordance with the current Federal requirements of the U.S. Department of Transportation, National Highway Traffic Safety Association (NHTSA). 65% of time

- Develop program areas, performance measures and performance targets for HSP development based on analysis of the most recently available Federal and state crash data and research.
- Develop and identify evidence-based strategies to achieve the performance targets established for the annual HSP. This includes researching resources, reviewing data and other research as well as development and monitoring of grants to accomplish technical details.
- Draft the assigned portions of the HSP for review.
- Analyze and synthesize statistics and research from traffic crash records, law enforcement activities, and traffic safety programs for use in planning and implementation.
- Facilitate SHSO staff participation in drafting HSP proposals.
- Work with staff to develop grant objectives and evaluation plans.
- Lead the annual after-action review of the HSP planning process and develop the timeline for HSP development for the next fiscal year. Track compliance with the established timeline.

Duty 2

Evaluate the effectiveness of traffic safety programs and make recommendations for their improvement. 20% of time

- Research and develop appropriate evaluation frameworks for traffic safety programs.
- Develop databases to track program activities.
- Research and design surveys of driver knowledge, attitudes, and beliefs.
- Competitively bid and manage program evaluation grants and contracts.
- Consolidate, organize, and analyze data from program activities.
- Evaluate selected programs.
- Monitor long-term data for longitudinal analysis. Track key variables.
- Prepare periodic and summary reports on evaluated activities.
- Synthesize program analysis with crash analysis to develop and recommend options for improving program effectiveness.
- Work collaboratively with other evaluation programs being conducted by the SHSO and external partners.



Sample Position Description

Evaluation and Data Analyst

Duty 3

Provide research, data, and planning support for traffic safety programs. 10% of time

- Assist with the planning and monitoring of traffic enforcement programs.
- Maintain and query databases of programmatic activities.
- Prepare and present statistical analyses for decision-making.
- Serve as a research and data consultant for traffic safety programs.
- Coordinate planning, implementation, and reporting on statewide law enforcement mobilization and crackdown campaigns.
- Respond to staff and external requests for information and statistics.
- Report on statistics, research, and evaluations in clear English for non-technical audiences.

Duty 4

Assist with miscellaneous projects as assigned. 5% of time



Sample Position Description

FARS Manager/Analyst

General Summary of Function/Purpose of Position

The FARS Manager/Analyst manages the Fatality Analysis Reporting System (FARS), a database that tracks all fatal traffic crashes occurring in the State in conformance with national specifications. This position directs and manages the collection and analysis of data within the FARS Unit. This position also represents the agency and the FARS program at meetings and conferences, negotiating data sharing agreements with other State agencies and organizations, and promoting the value and uses of FARS data. The FARS Manager oversees quality control and meets Federal deadlines.

Duty 1

Supervise FARS Unit, serve on committees, and design and direct data collection programs. 60% of time

- Ensure timely and accurate collection of the statewide fatal collision data. This is accomplished by developing and monitoring weekly and monthly production goals, seeking ways to improve efficiencies in business processes, and utilizing improved technology to increase staff productivity.
- Coordinate with professional and technical personnel in both government and non-government organizations for the purpose of exchanging information, ideas and recommendations, as well as with FARS Analysts in other States.
- Write and review articles and speeches. Address groups, furnish advice on research problems to other members of department and representatives of other organizations including NHTSA. Speak to community and government groups to educate about FARS Program and enhance statewide traffic collision data quality.
- Serve as specialist on interdisciplinary teams formed to solve complex transportation problems. Serve as member of the following State multi-agency committees: State Traffic Records Coordinating Committee and Strategic Planning Committee, Department of Health Emergency Medical Services Registry Technical Advisory Committee (TAC), Department of Health Electronic Death Registration System (EDRS) Steering Committee.
- Meet with public and private agencies to explain difficult transportation problems and advise groups on analysis of traffic fatalities, including various statewide committees as needed. Serve as departmental representative with other Federal, state and local agencies in determining analytical models, methods, or procedures to be utilized in conducting evaluative studies.
- Identify problem areas in statewide collision data collection, reporting, data quality and data findings. Draw conclusions and recommend solutions to support safety improvements at the Federal, State and local levels. Coordinate and run meetings related to data collection with other agencies as needed.
- Design or direct design of reporting systems, and maintain computer programming of internal databases (including the State FARS Tracking System and Emergency Medical Services Tracking System), which track preliminary numbers, generate preliminary reports on motor vehicle fatality counts, produce quality control reports, track incoming and outgoing information as well as produce requests for information on individual traffic fatalities.
- Supervise and develop plans for collection of field data and office summarization and formatting of such data for retention in computer systems for reference and analysis. Design, develop and evaluate new methodologies and techniques for transportation data collection procedures, sample selection and statistical requirements.

Duty 2

Responsible for FARS manual, Federal contract and other source documents needed for FARS. 20% of time

- Write and update detailed FARS Procedure Manual annually for use and reference by NHTSA FARS Headquarters, NHTSA Regional Offices, and the State FARS Unit.



Sample Position Description

FARS Manager/Analyst

- Complete interagency contract agreements and NHTSA annual inventory.
- Manage the collection of source documents relating to fatal traffic collisions and track incoming and outgoing information.

Duty 3

Provide assistance and conduct analyses. 10% of time

- Assist State Department of Transportation with the collection, production and distribution of Requests for Additional Information and contact with the investigating law enforcement officer, verification of coding and interpretation of various cases, obtaining death certificate information for verification of fatal count, toxicology report interpretation and gathering, and identifying case anomalies.
- Analyze fatal traffic collisions to determine cause of crash, impact points and angles of collision, sequence of crash events, safety-related issues, and injuries in combination with crash circumstances, which may require knowledge of medical terminology. Special knowledge of the American National Standard for Motor Vehicle Classifications (ANSI-D16) is used in analyzing cases to determine if a case meets specifications to be included in the State Fatality Count.
- Interpret various source documents related to fatal crash investigations, including police traffic collision reports, police accident reconstruction reports (technical reports), driver and vehicle records, Emergency Medical Services (EMS) reports, coroner reports, toxicology reports for BAC as well as drug classifications and types, roadway data, maps and interchange drawings as well as death certificates, which require interpretation of medical terminology and knowledge of the International Statistical Classification of Diseases and Related Health Problems (ICD-10) codes.

Duty 4

Perform duties of FARS analyst. 8% of time

- Code over 100 different elements for a single case using the FARS Coding Manual, Federal Highway Administration Roadway Classifications, vehicle make, model and body information, General Services Administration (GSA) codes, along with source documents mentioned above.
- Write and edit narratives, organize and collect statistical data for special or annual reports. Participate in joint research projects with multiple agencies, including the Statewide Collision Data Summary Report.
- Analyze feasibility of and respond to data/information inquiries from general public, legislators, media, agency staff and other governmental agencies using SPSS, Excel, SAS, and an Intranet query system. Inquiry tasks include retrieving data from databases, merging databases, evaluating data for accuracy, performing statistical analysis, and generating reports, graphs and charts. Produce monthly reports, including preliminary State fatality counts.
- Evaluate usage of geographic information system (GIS) data in the FARS database by adding GIS analysis and computerized mapping capability to the FARS data, using mapping software to produce dynamic maps. Coordinate efforts with NHTSA FARS Headquarters.

Duty 5

Attend related and necessary training. 2 % of time

- Attend FARS training courses, annual meetings, and other agency-sponsored conferences to keep up-to-date on current issues.



Sample Position Description

Financial Manager/Accountant

General Summary of Function/Purpose of Position

This position is responsible for the financial management, oversight monitoring, and planning for all Federal grant programs within the State Highway Safety Office (SHSO) funded by grants from the National Highway Traffic Safety Administration (NHTSA). This position functions as the recognized resource for accounting activities and is responsible for overseeing the day-to-day maintenance of the financial records, monitoring of revenues and expenditures, and analysis of financial transactions, including analysis of State accounting system reports for accuracy of accounting transactions in various appropriations and funds. This responsibility includes preparation and review of Federal highway safety grant budgets, supervision of purchasing and accounting functions, coordination with central accounting and Federal and State auditors, and supervision of accounting staff employees.

Duty 1

Provide fiscal management and strategic budgetary planning for the division and for the Federal highway safety grant programs administered by the SHSO. 35% of time

- Analyze current budget requirements based on past experience and historical trends, utilizing State accounting reports and other sources. Develop budget for the division, including all Federal grant programs administered by the SHSO.
- Provide periodic budget reports to users (Department of Management and Budget, budget office, Federal agencies, etc.), including schedule of expenditures of Federal awards. Prepare or review budgetary control reports.
- Serve as liaison with the budget office. Consult with them to establish adjustments and new initiatives and to resolve budgetary and financial issues. Monitor division's quarterly allotments and identify need for adjustments and budgetary revisions.
- Serve as the Division's primary contact for financial audits. Work with the Auditor General's office, departmental internal auditor and Federal officials to coordinate compliance with required changes in accounting policies and procedures.
- Oversee reconciliation of division accounting records with State accounting and NHTSA records.
- Approve all payments for the division.
- Direct and participate in year-end closing procedures, both Federal and State.
- Attend conferences and review accounting and Federal literature for changes in generally accepted accounting principles and Federal grant requirements that may affect grant programs.

Duty 2

Serve as the fiscal coordinator for the NHTSA Federal grant program, including maintenance of all related accounting systems. Serve as a financial grant monitor and resource person for Federal grantees on a statewide basis. 35% of time

- Review Federal grantee financial reports and other back-up documentation, correct with grantee as needed, and provide initial approval for reimbursement. Review Accounting Tech's worksheets before final processing in Grant Tracking System (GTS) and State accounting system.
- Reconcile revenues and expenditures for all Federal grants monthly, utilizing State accounting, GTS and internal tracking spreadsheets.
- Provide an advanced level role in the Federal grant closeout process, including establishment of grantee payables, reconciliation of all tracking accounts, and preparation of the federally required SEFA report.
- Review the financial portion of all Federal grant applications.
- Prepare SHSO grant revision requests for Federal funds.



Sample Position Description

Financial Manager/Accountant

- Monitor the tracking of equipment with a value of \$5,000 or more.
- Provide assistance and training on financial issues to Federal grantees throughout the State.
- Perform financial monitoring of Federal grantees to assure that funds are properly used in accordance with Federal regulations and generally accepted accounting principles.
- Attend and participate in Highway Safety Plan (HSP) and other Federal grant meetings.
- Assist grantees in improving program performance and financial integrity. Review and analyze grantee accounting systems and make recommendations for improving financial documentation and controlling program assets.

Duty 3

Provide advanced level maintenance of general accounting activities for the division including analysis of division financial records. 10% of time

- Review and approve vendor payments and other direct vouchers for SHSO expenditures.
- Review payroll records monthly; analyze and process in the State system as required for allocation changes and error corrections.
- Analyze State accounting system and other financial reports for accuracy of accounting transactions in various appropriations and funds, and initiate journal voucher requests to process necessary adjustments to accounting system.
- Review purchase reconciliations prepared by the SHSO Accounting Tech.

Duty 4

Plan, organize, schedule, assign and supervise the work of the Fiscal Section. 15% of time

- Supervise support employees. Approve leave requests and payroll, conduct performance appraisals and counseling, and delegate assignments.
- Coordinate work activities for all aspects of the SHSO's accounting section, including: grant accounting and reporting, accounts/grants payable, division inventory, purchasing activities, and purchasing program.
- Independently develop processes for effective and efficient adjustment of the division's accounting records.
- Assign special work projects as needed.

Duty 5

Serve as member of the division's management team and complete other projects as assigned by the division director. 5% of time

- Set up spreadsheets and databases as required.
- Recommend alternative strategies to address a variety of issues and problems within the division.
- Complete special assignments as requested.
- Actively participate in division management staff meetings.
- Serve as the SHSO's financial expert. Provide periodic training to the SHSO program staff on financial issues.
- Represent the division at meetings and on committees at the departmental, State and Federal levels.



Sample Position Description

Grant Program Manager

General Summary of Function/Purpose of Position

This position functions as the Federal grants manager for the State Highway Safety Office (SHSO). This position is responsible for the development of the annual grant development plan and assists with the development of the performance targets in the annual Highway Safety Plan. In addition, this position provides oversight for the administration of numerous traffic safety grants and assures compliance with all deadlines. The position provides assurance of performance impact and compliance with Federal regulations for all grant projects. This position provides oversight for the Police Traffic Services and Law Enforcement liaison positions, the Occupant Protection, Emergency Medical Services, Impaired Driving, Corporate Outreach, and Youth Traffic Safety programs. The position is also responsible for the organization and management of the division's grant monitoring program to ensure that State and Federal regulations are met. The position is also responsible for the maintenance and system improvements for the office's web based grant application program.

Duty 1

Provide oversight and coordination of all grant activities for traffic safety grant projects. 40% of time

- Provide training to the program staff as needed in the management of Federal grant programs and other duties related to the coordination and facilitation of traffic safety programs and activities.
- Provide guidance and direction for program staff on grant management issues.
- Monitor grant progress reports on a quarterly basis to assure intended grant and program objectives are being met and are in compliance with Federal standards and regulations.
- Organize and coordinate annual grant orientation training for staff and grantees.
- Conduct yearly review of grant management requirements and grant application to ensure that these documents are current and in compliance with Federal and State regulations.
- Assure annual completion of all grant development tasks in accordance with established SHSO, State and Federal deadlines.

Duty 2

Annually develop the Highway Safety Plan in accordance with the Federal requirements of the U.S. Department of Transportation, National Highway Traffic Safety Association (NHTSA). 25% of time

- Oversee activities required to solicit input from State and local traffic safety partners into the SHSO grant development process.
- Review and approve traffic safety grant development plans for inclusion into the State highway safety plan (HSP). Plans must be based on data-driven problem identification and include the required core performance measures, performance targets and evidence-based strategies and show potential program impact.
- Design and direct activities that accomplish statewide performance targets, i.e. recommend training for a variety of disciplines, host conferences, develop agendas, and initiate projects.
- Assure compliance with all Federal requirements and deadlines including grant development, monitoring and completion of grant activities.
- Actively participate in State and national conferences, meetings and trainings for strategic planning and implementation purposes.

Grant Program Manager

Duty 3

Provide oversight and coordination of the Program Management Section. 25% of time

- Assist assigned staff with establishing priorities, coordinating activities, provide guidance, direct and participate in the development of related policies and procedures.
- Supervise staff including approving leave requests, making assignments, conducting employee performance appraisals, conducting interviews, making hiring recommendations, etc.
- Participate fully in the continuous improvement of the SHSO operational and strategic processes keeping with the Department and Division Mission and Vision statement as well as the SHSO Guiding Principles.
- Represent the office and the director at various meetings, presentations and conferences. Make presentations as requested to staff, traffic safety partners, statewide audiences, and law enforcement groups.

Duty 4

Coordinate, manage and conduct a portion of the annual traffic safety grant monitoring process as provided in Federal guidelines. 5% of time

- Oversee the selection of grants to be monitored based on identified risk factors and established policies. Assure monitoring policy is in compliance with Federal standards and updated as necessary.
- Determine prioritization of grants to be monitored and coordinate preparation of the on-site monitoring schedule.
- Direct staff to complete on-site monitoring and assure completion of associated reports by designated deadlines. Assist staff as necessary.
- Review all monitoring documents to assure compliance with State and Federal guidelines.
- Determine process for follow-up activity resulting from the on-site monitoring and assure the resolution of issues and problems.

Duty 5

Facilitate and encourage greater use of technology for management of the Federal grant program. 5% of time

- Manage and maintain the web-based grant application and progress/cost reporting system including identifying system upgrades. Provide training to staff on an annual basis on system upgrades.
- Continually review the internal SHSO grant management processes to assure technology is being used in the most efficient and effective manner. Solicit ideas for system improvements from staff and users.



Sample Position Description

Highway Safety Office Director/Coordinator

General Summary of Function/Purpose of Position

This position serves as the State Highway Safety Office (SHSO) Director, the Governor's Representative for Highway Safety for the State, and the SHSO representative on the Governor's Traffic Safety Advisory Commission and the Traffic Records Coordinating Committee. This position directs the design, implementation, monitoring, and evaluation of traffic safety programs instituted as a result of the National Highway Safety Act of 1966, and the distribution of Federal highway traffic safety funding. This position is the administrator of the State's U.S. Department of Justice Office of Juvenile Justice and Delinquency Prevention (OJJDP) underage drinking prevention program. This position directs the completion of the State Highway Safety Plan (SHSP) to reduce traffic crashes, deaths, and injuries in accordance with the needs and objectives of the State and the requirements of Federal standards. This position directs the application for grants from the Federal government and public and private sources. This position facilitates the coordination of State highway safety programs provided by State departments and agencies, local units of government, and private agencies.

Duty 1

Serve as administrator of the SHSO. 60% of time

- Establish the policies, priorities, program development, implementation, and monitoring of the comprehensive statewide Highway Safety Plan (HSP) as required by the National Highway Traffic Safety Administration (NHTSA) and U.S. Department of Transportation, and the Underage Drinking Prevention Program authorized by the U.S. Department of Justice Office of Juvenile Justice and Delinquency Prevention.
- Develop and submit a budget for all of the above programs.
- Select, assign, train and develop staff to implement programs assuring equal employment in hiring and promotion.
- Act as sole authority for the approval and oversight of all Federal highway safety grants to State and local agencies within the State. Assure the integrity of all financial systems. Communicate and meet periodically with NHTSA and Federal Highway Administration (FHWA) regional staff to assure program compliance with all applicable Federal regulations and policies.
- Establish goals, objectives, policies and procedures, and implement and evaluate the SHSO and grantee activities.
- Provide a productive, efficient and effective work environment for division employees.

Duty 2

Provide advice and testimony on traffic safety matters to the Department Director, the Governor's Office, State legislators, congressional delegation, and State and local governmental agencies as they relate to traffic safety issues within the State and the Department's and SHSO's mission, goals, and policies. 20% of time.

- Address citizen groups, highway safety associations and organizations, news conferences and media events, radio and television talk shows and interviews (both national and State) to generate public and policy level attention to critical traffic safety issues.
- Testify at committee hearings as requested, provide information, and respond to verbal and written inquiries from the Director, Governor's office, congressional and State legislative delegation regarding traffic safety priorities, technical information and SHSO priorities.
- Make presentations at local, State, and national meetings, seminars and conferences regarding the SHSO mission, traffic safety priorities and programs.
- Assure adherence to the mission, goals, and objectives of the office, the department, and the State.



Sample Position Description

Highway Safety Office Director/Coordinator

Duty 3

Serve on various boards, commissions, and associations and represent the SHSO, the department, and the State with traffic safety organizations statewide. 20% of time

- Serve as Governor's Highway Safety Representative and designee to the Governors Highway Safety Association.
- Serve as a member of the Governor's Traffic Safety Advisory Commission (GTSAC) which coordinates the State Strategic Highway Safety Plan (SHSP). Assure the efficient administration of the Commission's activities, including an annual Traffic Safety Awards Program.
- Serve as the SHSO representative on the Traffic Records Coordinating Committee.
- Serve on a variety of State and national boards and associations as necessary.
- Advise the Director, the Governor's office, and the legislature of activities completed by the various commissions and boards being served.
- Represent the SHSO with a variety of State and local traffic safety organizations.

Law Enforcement Liaison

General Summary of Function/Purpose of Position

This position provides law enforcement expertise to the division for enforcement grant site selection, selection of appropriate grant strategies and countermeasures, and grant development for the State's law enforcement community to maximize effective leadership, funding and programming. This position conducts networking activities and acts as a liaison within the State's law enforcement community, the State Highway Safety Office (SHSO), and the National Highway Traffic Safety Administration (NHTSA) Regional Office. This position oversees the activities of the Law Enforcement Liaison field staff (contractual), reviews periodic reports of liaisons and provides feedback accordingly. This position maintains a schedule for all law enforcement mobilizations and verifies participation of enforcement agencies involved in the mobilizations.

Duty 1

Educate State and local law enforcement leaders on the need for priority attention to traffic safety issues and cooperative enforcement projects with other traffic safety disciplines. As the State's representative to the law enforcement community, this position provides the link from the national perspective to the local level. Participate in the development and implementation of a long term, statewide traffic safety enforcement plan that positively impacts traffic fatalities and injuries. 40 % of time

- Assume a leadership role in the promotion of traffic safety issues relating to the seat belt and impaired driving enforcement programs and in promoting the State law enforcement challenge.
- Work with the State's law enforcement leadership and associations to assist with the development of effective countermeasure programs for Federal funding.
- Conduct needs assessments to determine specific problems and priorities that can be addressed through grant programs.
- Provide enforcement program technical assistance to local communities, including data/problem identification, best practice strategies and programs, and the SHSO grant development process.
- Provide technical support for statewide and local enforcement partners on programming initiatives. Review statewide work plans for enforcement cooperatives and make recommendations for approval.

Duty 2

Network with the State's law enforcement community and promote the SHSO traffic safety priorities. 35% of time

- Serve as Regional Liaison for the SHSO to provide oversight for grant development to the assigned regions and the State Police/Patrol during the development, implementation and monitoring of community grant programs.
- Provide oversight and guidance on the State Police/Patrol Traffic Safety agency grant. Assist the project director with strategic planning, funding disbursements, funding priorities, quarterly reporting and data collection. Act as a liaison advising of NHTSA and SHSO priorities as they relate to the State Police.
- Assist law enforcement agencies with strategic planning for SHSO grant activities. Encourage agencies to expand traffic enforcement programs.
- Provide oversight and direction to a team of field Law Enforcement Liaisons, directing activities associated with enforcement mobilizations.
- Assist local agencies and grant project directors with media events, and coordinate local law enforcement activities with community events for mobilizations.
- Meet with local businesses, civic groups, and major employers to promote law enforcement activities. Serve as the liaison between the SHSO and law enforcement to disseminate traffic safety information such as statistics, legal updates and traffic safety training opportunities. Encourage collaboration between the engineering and law enforcement communities.



Law Enforcement Liaison

Duty 3

Serve as the State's expert in the design of future law enforcement programs. Use experience as a seasoned law enforcement officer to conduct strategic planning. Research best practices. Design programs to increase and sustain seat belt use and decrease impaired driving. Analyze and assess new programs and technology in the Police Traffic Services (PTS) area and provide recommendations concerning new initiatives. 15 % of time

- Attend regional and national conferences to share and learn about new enforcement programs. Plan, coordinate and conduct a yearly law enforcement officers' conference to highlight effective programs and best practices.
- Interface with the State criminal justice community to determine training needs to provide a well-rounded curriculum for all disciplines involved in Federal grant programs. Work with the magistrates and prosecutors on program initiatives so that all agencies are aware of current and future programs.
- Coordinate Law Enforcement Liaison coverage on a statewide basis to promote enforcement programs and activities.

Duty 4

Direct law enforcement activities associated with State and national law enforcement mobilizations. Provide a link for communication with the State's courts and media outlets to promote the enforcement message. Manage and direct special projects as assigned. 10% of time

- Interface with the Alcohol-Drug Program Coordinator and Occupant Protection Coordinator on activities relating to the enforcement mobilizations.
- Assist contractual field staff on promoting the mobilizations as necessary, including recruiting law enforcement agencies to conduct stepped up enforcement, conduct media events and post activity data collection.
- Review field staff reports and report items of interest or concern directly to the Grant Unit Manager. Recommend special projects to be implemented.
- Direct the development of committees, task forces and working groups to address emerging police traffic services issues.



Sample Position Description

Occupant Protection Program Coordinator

(also has EMS program responsibility)

General Summary of Function/Purpose of Position

This position serves as a professional specialist with independent responsibility for the development of the statewide occupant protection (seat belts and child passenger safety issues) and emergency medical services program areas of the Highway Safety Plan (HSP); directs oversight of grant development with State and local agencies; monitors and evaluates grant programs statewide; and represents the State Highway Safety Office (SHSO) at local, State and national levels. This position serves as the single State's expert and technical advisor, with advanced knowledge of the occupant protection and emergency medical services programs, to assist managerial/program staff, industry, community groups and governmental agencies in identifying, developing and providing technical support regarding occupant protection and emergency medical services programs statewide, regionally and nationally. This position serves as a Regional Liaison to share traffic safety programs and information within the designated region of the State.

Duty 1

Provide direction, oversight and coordination for the statewide seat belt, child passenger safety and emergency medical services programs' grant development, implementation, public information/education and evaluation in partnership with SHSO staff and State and local agencies identified through contacts, written proposals submitted for review, and other traffic safety advocates implementing programs identified in the Highway Safety Plan. 50% of time

- Conduct needs assessments to determine specific problems and priorities to be addressed through grant programs.
- Develop countermeasure strategies targeted at resolving problems indicated by the problem identification process.
- Prepare and implement an evaluation component to measure project outcomes.
- Review and approve regional and programmatic grant applications that apply to the Highway Safety Plan (HSP) based on problem identification and solutions based on local and State crash data, and recommend programs that will save lives and reduce injuries resulting from traffic crashes.
- Manage all aspects of the regional and programmatic grant administration process, including site selection, development, budgeting, implementation, review of quarterly progress and financial reimbursement requests, on-site grant monitoring for the program activity, and grantee financial oversight procedures.
- Approve statewide work plans for seat belt, child passenger safety and emergency medical services program areas.

Duty 2

Independently plan and prepare the Occupant Protection (Seat Belt and Child Passenger Safety) and Emergency Medical Services sections of the Highway Safety Plan (HSP), as well as other incentive funding plans, based on research and interviews with traffic safety professionals at the State, regional and national levels. 30% of time

- Review and evaluate professional journals, publications, reports and literature reviews pertaining to occupant protection and emergency medical services issues.
- Review, analyze and evaluate highway safety crash and injury data for program implementation.
- Review, analyze and evaluate nationally, State and locally recommended traffic safety strategies for the above program areas, to save lives and prevent serious traffic injuries.
- Evaluate traffic crash, fatality and injury data and conduct problem identification on a statewide basis for the occupant protection and emergency medical services area networks.



Sample Position Description

Occupant Protection Program Coordinator

- Design and implement policies, strategies and guidelines to resolve the identified occupant protection and emergency medical services problems.
- Develop and oversee both program and budget plans for the occupant protection and emergency medical services areas of the Highway Safety Plan, allocating available funding for selected programs to most effectively address the problems.
- Oversee the development and implementation of long-term statewide traffic safety plans in occupant protection and emergency medical services that impact traffic fatalities and injuries.
- Work with the SHSO Program Coordinators and the Communication Section to develop statewide strategies for seat belt, child passenger safety and emergency medical services issues.

Duty 3

Monitor and evaluate regional and programmatic grant programs to determine if they are impacting the problem and using resources in both an effective and efficient manner on an ongoing basis. Develop follow-up plans to address grant program issues that are not meeting expectations. 10% of time

- Monitor regional and programmatic grant activity through telephone contacts, quarterly reports, written correspondence and other documentation in compliance with the monitoring policy on an ongoing basis.
- Schedule and conduct regional and programmatic on-site monitoring reviews as required by Federal guidelines to analyze operational and financial methods to insure the SHSO's grant requirements are followed.
- Evaluate implementation of regional and programmatic program activities to determine effectiveness in terms of achievement of objectives and compliance with established timelines.
- Recommend program policies and procedures to correct identified deficiencies.
- Review program evaluations to determine what methods are successful in achieving program objectives, and make technical application of these methods in other grant programs.
- Provide guidance, recommendations and alternative strategies to enhance existing grant programs based on review findings.
- Prepare reports regarding grant activity along with collection, review and summarizing of enforcement data related to Occupant Protection programs.

Duty 4

Represent the SHSO at local, State, regional and national highway safety meetings, conferences, workshops, training seminars, legislative meetings and other activities as the Occupant Protection and Emergency Medical Services Program Coordinator. 5% of time

- Serve as the Regional Liaison to provide oversight for the designated region of the State during the development, implementation and monitoring of the Safe Community grant programs.
- Facilitate networks of both public and private sector representatives, including government and local agencies that are associated with the occupant protection and emergency medical services programs on a statewide basis.
- Compile and present information regarding the SHSO program initiatives at the local, State, regional and national levels.
- Advise the SHSO staff on information gained from highway safety meetings and conferences.
- Research and develop fact sheets on seat belt, child passenger safety and emergency medical services issues for distribution.
- Respond to requests for information from the general public, the media and legislature regarding seat belt, child passenger safety and emergency medical services issues in writing, through live interviews and at press conferences.



Occupant Protection Program Coordinator

- Use advanced knowledge of the program area to respond to requests for information from the general public, the media and legislature regarding occupant protection and emergency medical services issues in writing, through live interviews and at press conferences.
- Respond to requests from the regional and national levels on legislative issues and programs affecting the State.
- Represent the SHSO at various State agency meetings to provide information on seat belt, child passenger safety and emergency medical services issues.
- Prepare information and data on the Highway Safety Plan (HSP) for statewide partners.
- Conduct research and investigate potential statewide and national funding opportunities for program implementation with identified organizations.
- Provide technical assistance and support for statewide collaboration on seat belt, child passenger safety and emergency medical services issues.

Duty 5

Manage and direct special Occupant Protection or Emergency Medical Services projects as assigned by the Manager or the Division Director. 5% of time

- Direct the development of committees, task forces and work groups to address emerging seat belt, child passenger safety and emergency medical services issues.
- Direct the preparation of grant applications for additional Federal incentive funding in the seat belt, child passenger safety and emergency medical services program areas.
- Administer, monitor and evaluate the implementation of programs supported with the Federal incentive funding.
- Prepare quarterly and annual progress reports for Federal incentive funding grants.
- Plan and coordinate training for partner, staff and grantee training programs regarding seat belt, child passenger safety and emergency medical services issues.
- Initiate and coordinate meetings with non-traditional agencies and organizations regarding partnerships on seat belt, child passenger safety and emergency medical services issues.

Planner/Deputy Director

General Summary of Function/Purpose of Position

This position functions as manager of the Safety Planning and Administration Section including supervising staff, directing work activities, setting priorities, reviewing staff assignments, conducting periodic staff evaluations, etc. This position is responsible for oversight of the Federal planning function within the division including development of the State's annual Highway Safety Plan (HSP) and coordination with the State Strategic Highway Safety Plan both required by Federal mandate. In addition, responsibility for the coordination of State Highway Safety Office (SHSO) duties for the Governor's Traffic Safety Advisory Commission rests with this position. Finally, this position also provides oversight of the Traffic Records, Senior Mobility, Corporate Outreach, School Bus, Special Projects, and Roadway Safety programs and the evaluation and analysis of State traffic safety programs.

Duty 1

Oversee development, implementation and evaluation of the annual performance based highway safety plan (HSP) in accordance with the Federal requirements of the U.S. Department of Transportation, National Highway Traffic Safety Association (NHTSA). 40 % of time

- Establish and supervise implementation of planning and monitoring procedures to ensure Federal guidelines are followed and deadlines are met.
- Develop problem identification strategies, including data analysis, to set performance targets required for the HSP including development and monitoring of grants with State universities to accomplish technical details.
- Oversee development of strategies to ensure they align with the HSP and that grant development plans contain goals that are specific, measurable, attainable, realistic and time bound (SMART).
- Develop and conduct evaluation procedures to 1) determine if the State is meeting its Highway Safety targets as set forth in the HSP; 2) make required adjustments to the program to ensure targets are met; and 3) provide input into the problem identification process for the next HSP planning cycle.
- Oversee activities required to solicit input from State and local traffic safety partners into the SHSO planning process.
- Supervise implementation of activities required to complete an annual evaluation report for the previous year's HSP to ensure Federal guidelines and deadlines are met.
- Prepare annual HSP budget and continually monitor expenditures to ensure funds are spent in a timely manner according to the final approved budget.
- Monitor program revisions to ensure the HSP is kept updated in a timely manner. Ensure HSP updates are provided as required to NHTSA. Ensure that any changes to the list of projects provided with the HSP are submitted to NHTSA for approval.

Duty 2

Manage the activities of the Safety Planning and Administration Section. 40 % of time

- Establish priorities, coordinate activities, provide guidance, direct and participate in the development of policies and procedures.
- Supervise section staff including approving leave requests, making assignments, evaluating and verifying employee performance appraisals, conducting interviews, making hiring recommendations, etc.
- Monitor section activities to ensure the section is operating in an efficient and effective manner to provide adequate support to the overall operation of the SHSO and keeping within the mission and vision of both the Division and the Department; this includes recommending and implementing alternative strategies as required.



Sample Position Description

Planner/Deputy Director

- Represent the Office and Section at various meetings and conferences. Make presentations as requested to staff and statewide traffic safety partners and groups.
- Direct staff activities within the Traffic Records Program Unit, the Program Analysis and Evaluation Unit, and the Special Programs Unit.
- Oversee the FOIA requests received for traffic crash data and other traffic safety information of a personal nature.

Duty 3

Coordinate the development and update of the Strategic Highway Safety Plan on behalf of the Governor's Traffic Safety Commission in cooperation with State and local agency members and other shareholders. 10% of time

- Coordinate the Highway Safety Plan, outcomes, common performance targets and data collection and information systems with the State Strategic Highway Safety Plan.
- Coordinate implementation of SHSO traffic safety projects with strategies identified in the Strategic Highway Safety Plan.
- Coordinate GTSAC Action Team input and participation into the Strategic Highway Safety Plan.
- Represent the SHSO on the American Association of State Highway Transportation Officials Safety Management Subcommittee.
- Represent the SHSO at the national peer exchanges and other meetings.
- Monitor Federal regulations for changes in State strategic highway safety plan requirements.

Duty 4

Perform Division Administration functions, special projects and other duties as assigned by the SHSO Division Director. 10 % of time

- Serve as acting Division Director in the absence of the SHSO Division Director.
- Represent the SHSO Division Director at Department meetings and other meetings and conferences as assigned by the SHSO Division Director.
- Serve as staff liaison with NHTSA regional program coordinator.
- Provide preparation for and oversight of periodic management reviews conducted by NHTSA. Track any recommendations or required actions to ensure full completion.
- Provide coordination of the SHSO responsibilities for the Governor's Traffic Safety Advisory Commission.

Traffic Records Program Coordinator

General Summary of Function/Purpose of Position

This position serves as the State Highway Safety Office (SHSO) expert and technical specialist with advanced knowledge of traffic safety data systems, and assists managerial/program staff, industry and community groups, governmental agencies, universities and education institutions, and law enforcement agencies regarding traffic safety data programs at the State, regional and national level. This position serves as a professional specialist with independent responsibility for the development of the statewide Traffic Records program area of the Highway Safety Plan; directs oversight of grant development with State and local agencies; and monitors and evaluates Traffic Records grant programs statewide.

Duty 1

Provide direction, oversight and coordination of traffic crash data analysis and support at the State, regional and national level, and prepare the Traffic Records section of the Highway Safety Plan. 35% of time

- Coordinate the development and distribution of the annual State Traffic Crash Facts report.
- Meet with university, national, State and local experts to develop traffic safety problem identification based on an analysis of State traffic records.
- Develop and monitor data milestones for benchmark and Highway Safety Plan (HSP) development submission.
- Develop, test and implement technology and resource process improvements that impact traffic crash data.
- Develop policies and procedures for analyzing traffic crash data and incorporating the results into future planning.
- Provide ongoing assistance with the analysis and evaluation of traffic crash data to the SHSO Program Coordinators during planning, grant development and evaluation.
- Ensure annual traffic records are compiled and distributed to Federal, State and local partners.
- Review and approve all external requests from universities and researchers to obtain database level crash data.
- Review and approve the problem identification section of grant proposals and concepts as outlined in the Highway Safety Plan (HSP).

Duty 2

Serve as the grant Program Coordinator for the Traffic Records program within the Highway Safety Plan. 25% of time

- Network with Federal, State, local and university transportation groups and individuals to become familiar with the Traffic Records program area and issues that impact traffic records.
- Work with the State traffic records system agencies to coordinate activities within the Traffic Records area.
- Monitor grant activity through telephone contacts, quarterly reports, written correspondence and other documentation on an ongoing basis.
- Evaluate the implementation of program activities to determine effectiveness in terms of achievement of objectives and compliance with established timeliness.
- Prepare reports regarding grant activity along with collection, review and summarizing of data related to the Traffic Records program.
- Provide guidance, recommendations and alternative strategies to enhance existing grant programs based on review findings.
- Review program evaluations to determine what methods are successful in achieving program objectives, and make technical application of these methods in other grant programs.



Sample Position Description

Traffic Records Program Coordinator

Duty 3

Monitor and evaluate Traffic Records grant programs to determine if they are impacting the problem and using resources in both an effective and efficient manner. Develop follow-up plans to address grant program issues that are not meeting expectations. 15% of time

- Monitor grant activity through telephone contacts, quarterly reports, written correspondence and other documentation on an ongoing basis.
- Schedule and conduct on-site monitoring reviews as required by Federal guidelines to analyze operational and financial methods to ensure the SHSO's grant requirements are followed.
- Evaluate the implementation of program activities to determine effectiveness in terms of achievement of objectives and compliance with established timeliness.
- Prepare reports regarding grant activity along with collection, review and summarizing of data related to the program.
- Provide guidance, recommendations and alternative strategies to enhance existing grant programs based on review findings.
- Recommend program policies and procedures to correct identified deficiencies. Review program evaluations to determine which methods are successful in achieving program objectives, and make technical application of these methods in other grant program

Duty 4

Represent the SHSO as the traffic records program coordinator at local, State, regional and national highway safety meetings, conferences, workshops, training seminars and other activities. 15% of time

- Facilitate data sharing among public and private sector representatives, including government and local agencies that are associated with traffic safety data use or analysis on a statewide basis.
- Provide technical assistance and support for statewide collaboration and coordination of State traffic records processing and analysis systems and issues.
- Compile and present information regarding the SHSO traffic records program initiatives at the local, regional, State and national levels.
- Conduct research and investigate potential statewide and national funding opportunities for traffic records program implementation with identified organizations and partners.
- Advise the SHSO staff on information gained from related safety meetings and conferences.
- Prepare information and data on the Highway Safety Plan for statewide partners.
- Use advanced knowledge and resources to respond to requests for information from the general public, the media and other safety organizations regarding traffic records information and issues.
- Represent the SHSO at various State agency meetings to provide information on traffic records issues.
- Respond to requests from the regional and national level about State traffic records issues.



Sample Position Description

Traffic Records Program Coordinator

Duty 5

Manage and direct special projects as assigned by the SHSO leadership regarding traffic records issues.
10% of time

- Direct the development of committees, task forces and work groups to address issues regarding traffic records.
- Assist the SHSO with the analysis, evaluation and presentation of traffic safety data for preparation of special reports and requests from State, local and Federal organizations/ individuals.
- Attend and represent the SHSO on committees, meetings and conferences at the local, State and national level.
- Plan and coordinate training partners, staff and grantees in relation to traffic records issues.
- Initiate and coordinate meetings with non-traditional agencies and organizations regarding partnerships on traffic records issues.



Sample Position Description

Youth Coordinator

General Summary of Function/Purpose of Position

This position develops the program goals and plans for implementation for the underage drinking prevention and enforcement programs, young driver and bicycle safety programs and grants with State and local agencies. This position represents the State Highway Safety Office (SHSO) at the local, State and national levels. This position is responsible for developing grants with State and local agencies, monitoring and evaluating grant programs, and providing technical assistance to grantees. This position serves as the single State resource person for the U.S. Department Justice Office of Juvenile Justice and Delinquency Prevention (OJJDP) Enforcing Underage Drinking Laws Block Grant Program as well as serves as a Regional Coordinator for the assigned region of the State.

Duty 1

Plan and prepare the underage drinking prevention and enforcement, bicycle safety and young driver safety programs of the SHSO Highway Safety Plan based on research, national and State best practices and interaction with law enforcement and traffic safety professionals. 50% of time

- Provide overall guidance and direction to the SHSO underage drinking prevention and enforcement programs, as well as the young driver and bicycle safety programs.
- Analyze and evaluate professional journals, publications, reports and literature reviews dealing with underage drinking prevention and enforcement, as well as young driver and bicycle safety issues.
- Analyze ongoing program operations and recommend modifications of policies and procedures to meet program goals effectively and in a cost-efficient manner.
- Review and analyze highway safety crash data and substance abuse data to conduct problem identification on a statewide basis.
- Design policies, strategies and guidelines to resolve the identified underage drinking, teen driver and bike safety problems statewide.
- Develop program and budget plans for the underage drinking, young driver and bike safety areas of the highway safety plan, allocating available funding for selected programs to most effectively address traffic related problems in local communities and on State highways.
- Prepare information for statewide partners on the highway safety plan.
- Conduct research and investigate potential statewide and national funding opportunities for program implementation with identified organizations.
- Draft grant applications for above program areas.

Duty 2

Provide direction and oversight for grant development, implementation and evaluation for State and local agencies identified through contacts, written proposals submitted for review, and other traffic safety advocates implementing programs identified in the highway safety plan. 25% of time

- Provide leadership, direction, training and oversight for law enforcement agencies and other grantees receiving grant funds. Review grant proposals and concepts that apply to the highway safety plan based on problem identification, and provide input on changes or revisions necessary to comply with State and Federal requirements.
- Provide recommendations to develop countermeasure strategies targeted at resolving problems indicated by the problem identification process.
- Review draft grant applications and provide input on changes or revisions necessary to comply with State and Federal requirements.
- Approve final applications for implementation after determining the goals and activities are consistent with goals stated in the Highway Safety Plan (HSP).



Sample Position Description

Youth Coordinator

- Manage all aspects of the grant administration process, including grant development, budgeting, implementation and on-site program monitoring.
- Oversee statewide program implementation and coordinate local community programs into the overall State plan.

Duty 3

Monitor and evaluate regional and programmatic grant programs to determine if they are impacting the problem and using resources in both an effective and cost-efficient manner on an ongoing basis. 15% of time

- Review grant activity through telephone contacts, quarterly reports, written correspondence, personal visits and other documentation on an ongoing basis.
- Analyze operational and programmatic methods to ensure that the SHSO grant requirements are followed.
- Evaluate implementation of program activities to determine effectiveness in terms of achievement of goals and compliance with established timelines.
- Recommend program policies and procedures to correct identified deficiencies.
- Review program evaluations to determine what methods are successful in achieving program goals and make technical application of those methods in other grant programs.
- Provide guidance and recommendations to enhance existing grant programs based on review findings.
- Monitor progress and provide recommendations for local and State law enforcement agencies to maximize enforcement strategies and community support for enforcement details.
- Review and approve reimbursement requests as submitted by grantees.
- Recommend the appropriate training for law enforcement to carry out grant activities where needs are identified.

Duty 4

Represent the SHSO at local, State, and national meetings, conferences, workshops, training seminars, and other activities as the youth programs coordinator. This position also serves as a resource in response to requests from the general public, media and legislature on underage drinking prevention/enforcement, and young driver and bicycle safety programs. 10% of time

- Facilitate networks of both private and public sector representatives, including law enforcement, government agencies and local agencies that have an association with underage drinking prevention/enforcement, bicycle safety and young driver safety on a statewide basis.
- Compile and present information regarding the SHSO program initiatives at local, State and national levels.
- Train and advise grantees on information gained from highway safety meetings and conferences.
- Serve as the SHSO representative and board member for related youth committees.
- Respond to requests from the national level on legislative issues and programs affecting the State.
- Prepare information and data on the Highway Safety Plan (HSP) for statewide partners.