



NEEDED: Highway Safety Program Subject Matter Experts

Criteria and Qualifications



U.S. Department of Transportation
**National Highway Traffic Safety
Administration**



Safety Program Assessment Teams Subject Matter Experts

Are you interested in helping State Highway Safety Offices strengthen traffic safety programs? The National Highway Traffic Safety Administration (NHTSA) needs experienced traffic safety professionals to assess various elements of State highway safety programs, identify opportunities to expand efforts and initiatives among stakeholders, and assist in strategic planning. This brochure provides detailed information about the role of a subject matter expert on a NHTSA Safety Program Assessment Team, including qualifications and requirements, and how to get in touch to ask questions or express interest.



NHTSA's Safety Program Assessment Teams provide technical assistance to State Highway Safety Offices and other State agencies on various traffic safety issues. The assessment process examines significant components of a State's specific traffic safety program and is conducted by a team of subject matter experts over a period of 4-6 months, including work online and in person.

NHTSA is recruiting subject matter experts for the following assessment types:

- Driver Education
- Emergency Medical Services
- Impaired Driving
- Motorcycle Safety
- Occupant Protection
- Pedestrian and Bicyclist Safety
- Standardized Field Sobriety Testing (optional Drug Evaluation and Classification)
- State 911 Programs

Team Member Considerations and Qualifications

Basic Qualifications

- Extensive experience with traffic safety issues
- Extensive experience in a relevant field of expertise
- Proven ability to work with a team to negotiate recommendations and strategies
- Proven ability to work under short deadlines
- Strong writing skills evidenced by published papers, articles, reports, or other professional documents
- Experience in collecting or researching, formulating, and synthesizing information
- Experience in public speaking and giving presentations at conferences
- Interview skills and techniques

Other Qualifications Relevant to Most Program Areas

Applicants must demonstrate experience in each area of interest. The following are program areas that may be relevant across various program assessment teams.

Program Management

- Often, experience in a lead capacity, management, or executive function, including at least 3 years within a State Highway Safety Office is required. However, for EMS and 911, such experience is not required and instead, includes EMS-related experience.

- Experience formulating and managing budgets, managing staff, and allocating resources
- Experienced with policy development, strategic planning, and program management
- Experience interacting with representatives in high-level executive management or political positions
- Ability to use data to build programs and measure effectiveness
- Knowledge and experience with administering, developing, and implementing highway safety grant programs, including qualification criteria and administration
- Familiarity with the Strategic Highway Safety Plan and how it relates to traffic safety programs and initiatives (beneficial, but is not required, for an EMS or 911 assessor)

Legislation, Regulation, and Policy

- Knowledge of the laws, regulations, policies, and related issues that apply to a specific program area and the relation to coordinating highway safety programs
- Understanding of the applicable highway safety authorization that governs highway safety programs (i.e., FAST Act) and/or other applicable authorization



Enforcement*

- Three to five years in a law enforcement command or management position or as a law enforcement officer with extensive technical experience in:
 - Coordinating and participating in high-visibility enforcement;
 - Relevant traffic safety training courses (e.g., Standardized Field Sobriety Testing, Drug Evaluation and Classification, Advanced Roadside Impaired Driving Enforcement); and
 - Coordination of multi-jurisdictional enforcement planning efforts.
- Knowledge of traffic safety enforcement issues, programs, challenges, and solutions
- Knowledge and understanding of other traffic safety grants

Data and Evaluation

- Strong experience in data collection, analysis, evaluation, and research
- In-depth understanding of the functions and limitations of relevant data collection systems (i.e., crash and injury data systems, DMV, criminal justice/courts/law enforcement, coroner, vital statistics, medical examiners, NEMESIS, National 911 Profile Database)
- Other relevant knowledge could include:
 - How best to track DWI offenders from detection and arrest through sentencing and treatment;
 - Observational and other survey techniques, including guidelines for conducting State seat belt surveys; and
 - Epidemiology and data interpretation.

Communication and Outreach

- Substantial experience in data collection, analysis, evaluation, and research
- Knowledge of the principles of an effective communications program
- Knowledge and experience with audience identification and message development and placement
- Knowledge of different media outlets (i.e., digital, social, television, radio, print)
- Experience working with culturally diverse audiences and organizations
- Experience working with different sectors (e.g., health/medical, business/employers, education/schools) to promote relevant programs
- Experience with development and administration of successful outreach and education programs
- Knowledge about earned and social media principles

* Not included in EMS or 911 Assessments

Additional Qualifications Needed for Specific Program Areas

Impaired Driving Assessments

Criminal Justice

- Current or former judge with formal legal education
- Extensive and demonstrated knowledge on DUI/DWI laws as they relate to enforcement, prosecution or adjudication
- Strong experience working within the judicial system
- Demonstrates an understanding of high-visibility enforcement activities to reduce the instances of alcohol- and drug-impaired driving
- Knowledgeable on criminal and administrative prosecutorial and judicial procedures
- Knowledgeable on various criminal justice strategies, sanctions, and alternative sentencing options to address impaired driving

Prevention/Treatment

- Strong understanding of the various impaired-driving prevention programs related to alcohol and/or drug use
- Knowledge of and experience with various treatment programs addressing alcohol and drug use
- Understanding of assessment tools used to determine treatment needs of offenders
- Understanding of high school, university and employer-based prevention programs
- Understanding of statistics surrounding State alcohol consumption rates in both adult and teen populations and the correlation with highway safety

Occupant Protection Assessments

Child Passenger Safety

- Experience establishing partnerships (local or statewide), especially in under-served areas and populations
- Experience in developing processes for statewide programs to ensure adequate CPS coverage throughout the State
- Currently or previously certified as a Child Passenger Safety Technician (CPST); certified CPST Instructor preferred
- Knowledge of issues concerning occupant protection for children from birth to age 15
- Knowledge of issues concerning transportation of children with special needs
- Knowledge of or experience establishing car seat inspection stations
- Knowledge of the certification and recertification processes
- Experience analyzing data to determine trends in child restraint use

Pedestrian and Bicyclist Safety Assessments

Technology

- Familiarity with the advances in automotive, infrastructure, and communication technology that may impact pedestrian and bicyclist safety

Planning and Designing for Roadways

- Experience planning and designing roads for the safety of pedestrians and bicyclists
- Knowledge of applicable national planning and designing guidelines
- Knowledge of roadway engineering applications to address pedestrian and bicyclist safety
- Familiarity with Federal regulations on accessibility

Driver Education Assessments

- Knowledge of the Novice Teen Driver Education and Training Administrative Standards and expertise in at least one of the five key areas:
 - Program Administration
 - Education/Training
 - Instructor Qualifications
 - Coordination with Driver Licensing
 - Parent/Guardian Involvement
- Professional experience as a practitioner or administrator in driver education





If you are interested in becoming a Safety Program Assessment Team member, please email your contact information, a letter of interest, including subject areas for which you would like to be considered, and your resume to NHTSAAssessments@dot.gov. Your information will be forwarded to the appropriate NHTSA Safety Program manager for consideration.



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