**Classification:** PRD Specialist II (FARS)
**Title Code:** V00677
**Pay Range:** 22

## POSITION SUMMARY:

The employee is responsible for compiling and distributing information pertaining to motor vehicle fatality crashes and serves as a Fatality Analysis Reporting System (FARS) liaison to law enforcement agencies, coroners, medical examiners, emergency medical service (EMS) agencies, etc. The employee is also responsible for analyzing and coding very detailed information regarding Missouri fatality motor vehicle traffic crashes and reporting the coded data to the U.S. Department of Transportation, National Highway Traffic Safety Administration (NHTSA). The employee exercises considerable independent judgment and initiative in the performance of assigned duties; however, general supervision is provided by an immediate supervisor to ensure conformance with established rules, policies, and procedures.

## DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Collects, analyzes, interprets and verifies fatal crash reports, reconstruction reports, and/or all other source documents to determine if they need to be entered into the FARS database; codes data using the FARS coding and validation manual to create a complete FARS case.

Makes certain the Missouri FARS unit is meeting timeliness, accuracy, consistency, and completeness measures established by the NHTSA. Compiles source documents for the NHTSA-FARS annual case recode exercise. Assist with preparing the Missouri FARS Unit's response to the NHTSA case recode results and suggestions.

Performs quality control operations utilizing query systems within the micro-date entry (MDE) and the FARS Intranet; performs manual checks and creates cross check reports to ensure accuracy in coding.

Enters coded data via the federal web-based MDE System for use within NHTSA; ensures correction of any inconsistencies/errors.

Enters data from the crash reports and other source documents into the Microsoft Access-based tracking system; runs reports in order to identify missing elements for follow-up case summary information.

Queries the Missouri Uniform Law Enforcement System (MULES) to search in-state and out-of-state vehicle registration and driver license databases; Queries the Patrol's Traffic Arrest System/DWI Tracking System (TAS/DWITS) to obtain arrest information relating to fatal traffic crashes.

Compiles daily preliminary information of Missouri fatal motor vehicle crashes via MULES teletypes or other sources and encodes the information into the Patrol's HP70 System for display of motor vehicle fatal traffic crash statistics on the Patrol's website; enters the preliminary information into the FARS Case Management System to meet the NHTSA early notification requirements; compares fatality totals between FARS and the Statewide Traffic Accident Records System (STARS) to ensure consistency of data and fatal crash totals.

Verifies vehicle make, model, body type, VIN and airbag information provided on the crash report for accuracy via FARS software; reports errors to appropriate supervisor for correction.

Obtains lab reports, coroner/medical examiner reports, and death certificates of persons involved in fatal motor vehicle traffic crashes; verifies accuracy of information to determine if information is to be included in the FARS database.

Analyzes heavy truck/bus fatal crashes to determine if they meet the criteria for studies conducted by USDOT, Federal Motor Carrier Safety Administration, and provides crash information to appropriate entity.

Reviews various reports and other data to obtain roadway information, crash location accuracy, EMS response time, EMS Agency and medical facility crash victim was transported to, cause of death, etc.; enters appropriate data from the reports into the FARS database as applicable.

Serves as an assistant Custodian of Records in absence of the director and assistant director by appearing in court when subpoenaed, processing requests for records, certifying traffic records as official copies of records kept as part of normal MSHP business, and controlling access to closed records.

Assists other state FARS units with their fatal crash coding and case processing upon request from the NHTSA.  Assist other states with gleaning information from Missouri data sources for their fatal crash case processing.

Submits requests to Patrol troops and other agencies for corrected and or missing data regarding fatality crashes.

Collects and reviews information pertaining to specific causes of death to persons involving a motor vehicle, but do not meet the criteria of a motor vehicle crash, and encodes the information into the FARS MDE System.

Compiles statistical information and generates reports pertaining to fatal traffic crashes upon request.

Attends and participates in various workshops and training seminars (FARS System-wide Training, Coding Committee meetings, Coroners/Medical Examiners Conference, etc.); serves on regional and national FARS panel discussions as requested.

Designs, prepares, and revises the FARS procedural manual annual as required by NHTSA.

Performs various office duties (e.g., prepares correspondence for the director's signature, opens section mail, maintains records and files, etc.).

Operates standard office equipment (e.g., calculator, typewriter, personal computer, copy machine, facsimile machine, telephone, etc.).

May serve as a lead and give guidance to other personnel in the operation of the FARS activities.

Reviews and revises the FARS Procedural Manual annually as required by NHTSA.

Performs work-related travel as required.

Performs other related work as assigned.


## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the FARS Coding and Validation Manual.

Thorough knowledge of ANSI D16 Manual on Classification of Motor Vehicle Traffic Accidents.

Thorough knowledge of web-based programs used in the collection and quality control of FARS data.

Working knowledge of Patrol's HP70 System.

Extensive knowledge of modern office practices, procedures, and equipment.

Knowledge of business English, spelling, and arithmetic.

Knowledge of applicable statistical concepts and methods utilized by the NHTSA - FARS.

Knowledge of various forms of computer software (Excel, Outlook, Word, etc.).

Working knowledge of techniques and terms used in accident reconstruction.

Working knowledge of the Missouri Uniform Crash Report Preparation Manual.

Working knowledge of the Statewide Traffic Accident Records System (STARS).

Working knowledge of the Missouri Uniform Law Enforcement System (MULES).

Working knowledge of the Department of Revenue vehicle and driver record systems.

Working knowledge of the Traffic Arrest System/DWI Tracking System.

Ability to serve as a team leader and give guidance to others.

Ability to learn assigned tasks within a reasonable time, to adhere to prescribed routines, and to develop some skill in the operation of office appliances.

Ability to establish and maintain records and files (electronic and hardcopy).

Ability to work under pressure in order to produce a volume of work necessary to meet deadlines.

Ability to organize information and present it to a group in an understandable manner.

Ability to organize and plan work effectively.

Ability to multi-task and prioritize assignments.

Ability to compile and interpret statistical data.

Ability to work independently with little supervision.

Ability to understand and follow oral and written instructions.

Ability to think logically and to analyze and interpret problems assigned, particularly in the area of FARS-related tasks.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems, issues, and tasks.

Ability to perform work-related travel, when required.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.


**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:**
(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a four-year degree in Criminal Justice, Statistics, Business Administration, or related field AND four years experience in the field of criminal justice to include motor vehicle crash reports.  Individuals with law enforcement experience may be given preference.

<div align="center">OR</div>

Must have served two consecutive years as a PRD Specialist I within the Missouri State Highway Patrol's Patrol Records Division.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.


**NECESSARY SPECIAL REQUIREMENTS:**

Must have attended a FARS New Analyst Training Course within one year of appointment.

Must be able to attend and successfully complete the annual FARS System-Wide Training and the Coroners/Medical Examiners Conference.

Must be able to obtain and maintain MULES certification within six months of hire date.


**FLSA STATUS:**  Non-Exempt


**WORK SCHEDULE:**  An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.