



Classification: Traffic Safety Analyst III (Fatal Accident Records)

Title Code: V00088

Pay Range: 22

POSITION SUMMARY:

The employee is responsible for compiling and distributing information pertaining to motor vehicle fatality crashes and serves as a Fatal Accident Reporting System (FARS) liaison to law enforcement agencies, coroners, medical examiners, emergency medical service (EMS) agencies, etc. The employee is also responsible for obtaining, 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 - FARS. 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.)

Analyzes, interprets and verifies fatal crash reports, reconstruction reports, and/or all other source documents to determine their entry into the FARS database; codes data using the FARS coding and validation manual to create a complete FARS case.

Enters coded data via the federal web-based micro-date entry (MDE) system for use within NHTSA; ensures correction of any inconsistencies.

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

Performs quality control operations utilizing query systems within the MDE and the FARS Internet; performs manual checks and creates cross check reports to ensure accuracy in coding.

Oversees the Missouri FARS operations to ensure conformance with established rules, policies, and procedures; provides guidance to co-workers as needed.

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.

Verifies vehicle make, model, body type, VIN and airbag information provided on the accident 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.

Reviews teletypes obtained from MULES and the Patrol's web page for fatal motor vehicle crashes which meet the requirements for reporting to NHTSA-FARS; enters selected data into the FARS Case Management

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System; compares fatality totals between FARS and the Statewide Traffic Accident Records System (STARS) daily to ensure consistency of data.

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 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.

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

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

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

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.

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.).

Assists other state FARS units with traffic fatality data, when requested.

Serves as a lead and gives guidance to other personnel in the operation of the FARS activities.

Performs work-related travel, when required.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the FARS Coding and Validation Manual.

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

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

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

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Extensive knowledge of business English, spelling, and arithmetic.

Extensive knowledge of applicable statistical concepts and methods.

Working knowledge of techniques and verbiage used in accident reconstruction.

Working knowledge of the Missouri Accident Preparation Manual.

Working knowledge of the State 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 TAS/DWITS.

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

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

Ability to maintain complex clerical records and files.

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 statistics.

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

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.

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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.)

Four years responsible clerical experience with the Patrol (all years must be at the highest level of classification, i.e. Clerk Typist III, Quality Control Clerk II, et.) and working knowledge of the Patrol's Accident Reporting System (FARS)

AND

At least two years in grade as a Traffic Safety Analyst II.

OR

At least five years comparable experience in a specialized field of traffic safety.

NECESSARY SPECIAL REQUIREMENTS:

Must have attended a FARS State 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.

Ability to typer 40 words per minute with ten (10) or less errors.

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.