

Title: Safety Information Coordinator	Effective Date: October 18, 2010	Grade: XIV	Job Category: Technicians
Prior Title: Safety Information Coordinator	Prior Effective Date: July 29, 2009	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position will assist in the development and implementation of a crash data system to enhance the highway safety improvement program.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Perform complex data queries and write computer programs to link various data bases.
- Work with the Arkansas State Police and other agencies to establish a Virtual Priority Network link with the crash data system (TraCS).
- Work with other agencies to improve the process for locating a traffic crash utilizing new technologies.
- Assist in preparing annual safety reports.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in a specialized or related field applicable to work performed. Ability to write technical reports and perform data analyses. Knowledge of statistical practices necessary to identify accident casual factors and evaluate their impact on accident risk. Good written and verbal communication skills. Experience in performing complex data queries and linking data bases preferred. Knowledge of statistical computer applications preferred.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)