

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

A. GENERAL INFORMATION

1. Date

2. Department

3. Organizational Placement (Division/Branch/Office Name)

4. CEA Position Title

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

The California State Transportation Agency (CalSTA) develops and coordinates transportation policies and programs to achieve the state's mobility, safety, and environmental sustainability objectives. The Traffic Records Program Manager will increase traffic safety for Californians by providing leadership to improve the timeliness, accuracy, completeness, compatibility and accessibility of state traffic safety data. This position will act as the state's expert policy and technical advisor on traffic safety data systems and will be responsible for leading statewide traffic safety data improvement initiatives.

6. Reports to: (Class Title/Level)

7. Relationship with Department Director (Select one)

- Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain):

8. Organizational Level (Select one)

- 1st
- 2nd
- 3rd
- 4th
- 5th (mega departments only - 17,001+ allocated positions)

B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

The Traffic Records Program Manager will be responsible for leading statewide traffic safety data improvement projects to improve the timeliness, accuracy, completeness, compatibility and accessibility of state traffic safety data; integrate state traffic safety data systems; and enhance the compatibility and interoperability of state data systems with other states' and national traffic safety data systems.

As the state's expert and technical advisor with advanced knowledge of traffic safety data, the position will chair, facilitate, and coordinate multi-agency committees and teams, develop project proposals, recommend performance improvements, and incorporate technology innovations to address stakeholder and data system gaps and needs.

The Traffic Records Program Manager will serve as the primary liaison for an enterprise Statewide Integrated Traffic Records System (SWITRS) solution. The position will engage with departments, local jurisdictions, and other stakeholders to oversee an assessment of the current system. This assessment will formally document the current system, core business processes, and business requirements. The assessment will also develop recommendations for a future enterprise-wide data system and evaluate compatibility for data integration, consolidation, and linkages to intra-agency and interagency traffic data systems. Based on the results of the assessment, the position will work in collaboration with stakeholders to coordinate all planning, development, and implementation of a new system to manage the state's traffic records.

As required by federal regulations, the position will lead and collaborate with stakeholders to develop and maintain the California Strategic Traffic Safety Data Plan. The position will provide agency oversight and strategic direction to the California Traffic Records Coordinating Committee (TRCC), including developing and evaluating data quality performance measures for traffic safety data systems statewide. The TRCC is a statewide stakeholder committee created to facilitate the planning, coordination, and implementation of traffic record improvement projects to improve the state's traffic records system.

The position will have authority to review any of California's highway safety data, reports, and traffic records systems and any changes to such systems before the changes are implemented. The position will also assess and evaluate data for a statewide open data portal in order to increase public access to non-confidential data.

Additionally, this position will coordinate communication between multiple stakeholders including consumers, advocates, providers, local government officials and staff, state staff, legislative staff, and legislators. The position will also work with other states to identify and implement best practices for traffic records management.

B. SUMMARY OF REQUEST (continued)

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.
- Program is indirectly related to department's primary mission.
- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: The California State Transportation Agency (CalSTA) develops and coordinates transportation policies and programs to achieve the state's mobility, safety, and environmental sustainability objectives. In particular, this program supports the objective of reducing traffic-related fatalities and injuries on California roads.

The traffic records data system is directly related to core functions of several departments under CalSTA's authority:

- The California Highway Patrol (CHP) maintains the Statewide Integrated Traffic Records System (SWITRS), which is the primary data repository for all crash report records in California. CHP collects and stores collision-related reports from state and local law enforcement agencies and makes the data available to state and local agencies upon request.
- The California Department of Transportation (Caltrans) maintains the Traffic Accident Surveillance and Analysis System and Transportation System Network and uses collision data to propose engineering improvements and justify priorities for expending traffic safety funds as part of the Highway Safety Improvement Program.
- The Department of Motor Vehicles (DMV) maintains a large statewide computer network to record all registered motor vehicles and licensed drivers. Data received from SWITRS is matched to individual driver records in the DMV system and used to take action against negligent drivers.
- Annually, the Office of Traffic Safety (OTS) produces the Highway Safety Plan (HSP). The HSP serves as California's application for federal traffic safety funds available to states, describes California's highway safety problems and identified countermeasures, and provides measurements to determine goals and objectives to meet both state and federal law

Under the direction of the Traffic Records Program Manager, this program will enhance traffic safety for all Californians by aligning and enhancing the state's numerous traffic records systems. Providing departments with access to timely, accurate, and complete traffic safety data is critical to ensuring that Caltrans' transportation safety and engineering decisions are data-driven; DMV takes appropriate driver licensing actions against unsafe drivers; and OTS funding decisions are based on a robust understanding of California's key highway safety problems.

B. SUMMARY OF REQUEST (continued)

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

The traffic records system in California encompasses the hardware, software, personnel, and procedures that capture, store, transmit, analyze, and interpret traffic safety data. At the core of the state's traffic safety records systems are databases comprised of crash, citation, adjudication, driver licensing, emergency medical services, injury surveillance, roadway information, and vehicle records. Although the state has been managing traffic safety data for years, it has done so in an inefficient manner. Various aspects of traffic records are collected and maintained by multiple agencies.

As an example, the Statewide Integrated Traffic Records System (SWITRS) relies on a paper-based approach to capturing crash report data from allied agencies. Although a number of allied agencies are now using field data capture methods to enter data into their locally designed records management systems, these allied agencies have to print hard copy reports and mail them to CHP for manual entry. A SWITRS backlog, due to manual data entry, could result in increased financial risk to the state and traffic related injuries and deaths and the following: (1) transportation safety and engineering decisions not being data-driven; (2) DMV delays in taking driver licensing actions or unsafe drivers continue to drive; and, (3) OTS being unable to make sound funding decisions because of data deficiencies. The inability to access recent crash data also negatively impacts the ability of the TRCC to plan, coordinate, and implement traffic records improvement projects in California.

In separate assessments, the Federal Highway Administration, National Highway Traffic Safety Administration, and Traffic Records Coordinating Committee were critical of the quality, timeliness, accuracy, completeness, consistency/uniformity, integration and accessibility of California traffic records data. The federal government recommended that California establish a traffic records data coordinator to manage data improvement projects, track the progress of implementing the traffic records strategic plan, and provide leadership to establish statewide business needs.

Additionally, CHP, Caltrans, and DMV are currently planning to replace current traffic safety systems, which are near the end of their useful service life. Determining the statewide policy needs of traffic safety data is critical to properly identify business needs so that entities use similar business processes when developing their systems and implementing future system replacement projects. The lack of planning could lead to significant system modifications necessary for the systems to interact, resulting in project delays and increased project costs.

The Traffic Records Program Manager will address the critical need for a single point of contact to address policy matters related to traffic records and to oversee traffic safety data improvement projects. This new workload will involve coordination and policy direction on how the state collects, manages, and administers traffic records data. This includes identifying ways to centralize all state traffic records and improve the accuracy, completeness, timeliness, uniformity, accessibility, and integration of the core databases. Additionally, this position will have the authority to direct departments to evaluate effective ways to improve data sharing and accessibility and bring the state's traffic records management system up to date.

C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

The Traffic Records Program Manager will work closely with Caltrans, CHP, DMV, OTS and the Department of Technology to develop enterprise wide data solutions. The incumbent will serve in a key advisory role to the CalSTA Secretary on major policy issues that impact the collection, distribution, and ongoing maintenance of traffic records data. The position will also assist in the formulation of CalSTA policy, make recommendations to the Secretary, and oversee the preparation of issues papers recommending Administration policies related to traffic safety data.

The Traffic Records Program Manager will be the principle policy maker over the following areas.

- Manage data improvement projects.
- Track and provide guidance on the implementation the traffic records strategic plan.
- Provide leadership to establish statewide business needs.
- Provide strategic policy direction to the California Traffic Records Coordinating Committee.
- Review and provide policy guidance on any of California's highway safety data, reports and traffic records systems.

Each of these policy responsibilities will have a statewide impact on how traffic records data is collected, maintained, analyzed, and reported. The policy decisions related to traffic records management may require changes to the IT systems, business processes, or operations of multiple state transportation agencies and impact systems and/or data collection at the local level.

C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position's scope and nature of decision-making authority?

The scope of the Traffic Records Program Manager position is to provide policy direction, leadership and oversight to state efforts to integrate traffic safety data systems and improve the timeliness, accuracy, completeness, compatibility, and accessibility of state traffic safety data.

As the state's expert and technical advisor with advanced knowledge of traffic safety data, the position will coordinate multi-agency committees and teams, develop project proposals, recommend performance improvements, and incorporate technology innovations to address stakeholder and data system gaps and needs. The scope of responsibilities include: acting as the primary liaison for the development of an enterprise Statewide Integrated Traffic Records System (SWITRS) solution; collaborating with stakeholders to develop and maintain the California Strategic Traffic Safety Data Plan; and providing oversight and strategic direction to the TRCC. The position will have authority to review any of California's highway safety data, reports and traffic records systems and any changes to such systems before the changes are implemented. Additionally, the position will provide extensive policy and IT-related recommendations to the Secretary of the Transportation Agency.

In performing these functions, the incumbent serves as a strategic executive, subject matter expert, and policy maker to align the state's numerous traffic records systems and develop an integrated traffic records system. Focused leadership and expertise at the executive level will improve the planning, quality, value, and likelihood of success for data improvement initiatives with a multi-disciplinary and cross-agency impact.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The Traffic Records Program Manager will develop and implement new policy and also interpret and implement existing policy. This position will provide leadership and oversight to various initiatives to improve the quality of traffic safety data, align disparate state systems, and create an enterprise-wide data system. The position will have strong input on the California Strategic Traffic Safety Data Plan and provide oversight and strategic direction to the TRCC. This position will be responsible for rendering management advice to Department Directors and providing extensive policy and IT-related recommendations to the Secretary of the Transportation Agency.