

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 8916100**

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| <b>Highway Safety Program Analyst 1, Grade 18</b> | <b>8916100</b> |
| <b>Highway Safety Program Analyst 2, Grade 23</b> | <b>8916200</b> |

Brief Description of Class Series

Highway Safety Program Analysts are responsible for the planning, administration, monitoring, and evaluation of a wide range of Statewide traffic safety, alcohol and drug rehabilitation, and driver safety education program activities in the Office of Safety, Consumer Protection and Clean Air and the Governor's Traffic Safety Committee.

These positions are only found in the Department of Motor Vehicles.

Distinguishing Characteristics

*Highway Safety Program Analyst 1:* full performance level; responsible for planning, administering, monitoring, and evaluating a wide range of Statewide highway safety education and rehabilitation programs.

*Highway Safety Program Analyst 2:* first supervisory level; supervises Highway Safety Program Analysts 1 and support staff; and identifies and analyzes highway safety problems and objectives and oversees the administration and monitoring of all Statewide program activities.

Related Classes

Highway Safety Program Representatives perform on-site field consultations with local traffic safety boards responsible for the planning, development, and administration of local highway safety projects funded under the Federal Highway Safety Act. Incumbents typically monitor agencies to ensure compliance with established standards for regulated businesses.

Illustrative Duties

*Highway Safety Program Analyst 1*

Under the supervision of the Highway Safety Program Analyst 2:

- Drafts press releases and publicizes traffic safety events.
- Responds to requests for information about highway safety programs received from legislators, attorneys, district attorneys, associations, regulated businesses, other agencies, and the driving public.
- Assists in the coordination and presentation of highway traffic safety public information or education programs to numerous constituents, including driving schools, pre-license course providers, alcohol and drug treatment course providers, public schools, colleges and universities, county clerks and probation authorities, magistrates, county STOP-DWI associates, and special interest groups.
- Reviews proposed legislation and regulations concerning highway safety issues; analyzes potential programmatic and fiscal impacts of the proposals on the agency and its constituents; makes recommendations concerning the passage of legislation or regulations; drafts agency policies and procedures; and works with affected parties concerning all new driver, highway, and traffic safety legislation and regulations.
- Conducts project cost-benefit analyses or alternative problem solutions analyses; and evaluates alternative courses of action.
- Prepares reports to inform supervisor of the status of highway safety projects; analyzes project performance; and makes recommendations for project changes or modifications.
- Confers with data processing representatives to determine benefits of utilizing data processing systems to gather data for study or to improve the efficiency and effectiveness of the program.
- Collects data concerning safety projects through interviews, conferences, questionnaires, reports, and on-site observations.
- Serves as a team member to resolve specific problems for a local or Statewide project.

Additional duties in the Governor's Traffic Safety Committee:

- Assists in the development and preparation of the State's Highway Safety Plan; gathers background information on projects through a review of related reports and documents; and conducts interviews with program staff and local representatives.

- Assists localities with the preparation of Local Highway Safety Plans, including the development of work plans, purpose and scope of the study, appropriate techniques and methods, and tentative schedules.
- Performs all duties for the grant tracking and processing system; assigns project codes; reviews applications for compliance with Federal and State guidelines; and maintains schedules of approvals and rejections.
- Assists highway traffic safety constituents with the development and implementation of traffic safety seminars, workshops, conferences, and displays.
- Writes applications for federal grants to develop, implement, and assess highway traffic safety programs; may monitor federal grants approved by the National Highway and Traffic Safety Administration (NHTSA); and participates in studies of existing programs.

Additional duties in the Office of Safety, Consumer Protection and Clean Air:

- Assists in monitoring and evaluating businesses that provide Drinking Driver Programs (DDP), Pre-Licensing Programs, driving schools, or the Point Insurance Reduction Programs (PIRP); provides curriculum materials; assists with State administrative procedures; audits courses for review of program materials; and reviews fiscal and program records to ensure compliance with applicable laws and regulations.
- Works with providers to identify program deficiencies; recommends corrective actions and assists with implementation of program modifications; and handles appeals of Drinking Driver Program (DDP) participation requirements.
- Serves as contact person for all potential or existing sponsors of a New York State provided Point Insurance Reduction Program (PIRP); reviews applications, curricula, and studies of course effectiveness; and recommends approval or disapproval to Department of Motor Vehicles management.
- Contracts for the on-site monitoring of Statewide classroom providers and instructors of driver education, rehabilitation, and other traffic safety educational efforts to ensure compliance with laws and regulations.
- Organizes or conducts reviews of regulated businesses for routine standards compliance or in response to consumer complaints; prepares recommendations for administrative action against regulated businesses; and may testify at hearings for regulated businesses.

- Prepares written materials; designs and redesigns forms; and writes reference manuals, handbooks, and technical reports.
- Defines business rules and program requirements to develop improved automated processing systems.
- Identifies and focuses on past practices in an effort to improve the quality of work processes; assumes a team leadership role; and prepares recommendations for program and process development.

*Highway Safety Program Analyst 2*

Under the supervision of a Motor Vehicle Program Manager 1 or 2:

- Performs all of the duties and responsibilities of a Highway Safety Program Analyst 1.
- Recommends modifications or amendments to projects; conducts evaluations of ongoing projects; and reviews project reports to determine if an acceptable level of progress is being made.
- Documents program problems and recommends the appropriate remedies; takes corrective action when necessary to maintain the quality of the program; and recommends the discontinuance of the program provider, when necessary.
- Evaluates ongoing programs against probable future needs in order to propose new programs or modifications to existing programs and maintains an awareness of new program trends in the field.
- Prepares and conducts training for external providers to correct deficiencies, teach new methodologies, and to operate within the permissible fee structure.
- Designs and develops highway traffic safety public information or education programs to numerous constituents.
- Develops and conducts highway traffic safety seminars, workshops, and conferences for traffic safety constituents on the development and implementation of traffic safety standards; communicates new policies to service providers; and designs informational literature on the programs.
- Reviews the more complex proposed legislation and regulations concerning highway safety issues.
- Provides direct supervision to subordinate staff.

Additional duties in the Governor's Traffic Safety Committee:

- Coordinates with Federal, State and local highway safety program personnel concerning the development and preparation of the State's annual Highway Safety Program.
- Advises and assists grant program planning officials with the identification of highway safety needs and priorities.
- Prioritizes projects as the basis for allocation of Federal Highway Safety funds to specific activities and tasks.
- Identifies and coordinates the collection and analyses of highway safety statistical data used for problem identification.
- Consults with specialists in the areas of police, education, health, and traffic engineering services as the basis for joint development of model traffic safety projects for demonstration or experimental purposes.
- Assists highway safety officials with the design and development of complex programs for grant-in-aid funding and ensures that essential program and fiscal information is accurately presented.
- Responds to inquiries from local government agencies such as local police and local highway departments concerning serious highway safety problems that can be addressed through grant-supported programs.
- Acts as the Department's liaison and oversees traffic safety related activities with other agencies, organizations, and the general public.
- Coordinates the conduct of federally funded research studies; determines the study hypotheses; creates the research design; oversees the collection of data; makes any necessary adjustments to the research design; reviews study results; and makes appropriate recommendations.
- Advises and assists local and State highway safety officials with the development of specific project application proposals.
- Reviews the accuracy of information and soundness of approach described in project applications from local and State agencies for any possible impacts.
- Evaluates the management, control, and administration of approved projects to assist in assuring compliance with federal grants.

#### Additional duties in the Office of Safety, Consumer Protection and Clean Air:

- Oversees the monitoring and evaluation of driving school and driver improvement programs and ensures that program providers meet established qualifications and conform to laws, regulations, policies, requirements for program content, presentation, fiscal and program record keeping, and program administration.
- Consults with appropriate agency staff to ensure any bids or contractual stipulations required for the performance of the Office's oversight duties are delivered, and oversees the work of contractors and staff who monitor program providers to ensure that all parties meet established compliance standards.
- Serves, when needed, as the designee of the Commissioner of Motor Vehicles in processing appeals from Drinking Driver Program participants; coordinates case analysis materials; ensures that the participants right to confidentiality is protected; and maintains communication with other involved parties such as the Office of Alcohol and Substance Abuse Services, the State Education Department's Office of Professional Licensing and Discipline, the Department of Motor Vehicles' Counsel's Office, and the Driver Improvement Bureau.
- Oversees and reviews communications between Driver Program Regulation (DPR) staff and legislators, public associations, regulated business representatives, district attorneys, other New York State governmental agencies, and other states.
- Oversees communications with individuals from the driving public who have serious or difficult concerns and complaints about the delivery of Driver Program Regulation related programs.
- Oversees staff audits of motor bus carriers; guides and reviews the work of staff in identifying disqualified school bus drivers; reviews disqualification notifications and approves their release to carriers and school districts; guides staff in the preparation of cases against non-complying carriers; and handles the more difficult cases.
- Supervises professional and support staff and serves as a member of a team responsible for identifying, analyzing, and implementing highway safety program improvements.

#### Minimum Qualifications

##### *Highway Safety Program Analyst 1*

Promotion: Bachelor's Degree and satisfactory completion of a two-year traineeship.

*Highway Safety Program Analyst 2*

Promotion: One year of permanent competitive service as a Highway Safety Program Analyst 1.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 7/2017