



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>DEPUTY DIVISION ADMINISTRATOR – OFFICE OF TRAFFIC SAFETY (DEPARTMENT OF PUBLIC SAFETY)</b>	<b>39</b>	<b>A</b>	<b>11.470</b>

**SERIES CONCEPT**

Under general direction of the Division Administrator, Office of Traffic Safety (OTS), act in the capacity of Deputy Division Administrator in planning, organizing and developing the Statewide Highway Safety Plan (HSP), Strategic Highway Safety Plan (SHSP), Highway Safety Communications Plan (HSCP) and other statewide highway safety programs and/or projects; provide direct oversight of the Division's sub-grant projects and programs as assigned.

Oversee the development, implementation and evaluation of the HSP in accordance with federal requirements of the US Department of Transportation, National Highway Traffic Safety Administration (NHTSA); establish and supervise the implementation of planning and monitoring procedures to ensure federal guidelines are followed and deadlines are met; oversee development of problem identification strategies; set performance goals; develop, implement and monitor programs to accomplish technical details and ensure alignment with HSP; develop and conduct evaluation procedures.

Develop criteria to evaluate political subdivisions requests for State and federal assistance on highway safety projects; exercise immediate supervision of fiscal aspects of sub-grant projects; provide information on the progress of the safety program planning to stakeholders: individuals, agencies, political subdivisions, councils and committees.

Coordinate the development and update of the OTS portion of the State's SHSP; liaison with State and local agency members and other partners; coordinate implementation of State Highway Safety Office (SHSO) traffic safety projects with strategies identified in the SHSP and in NHTSA's Countermeasures that Work; monitor federal regulations for changes in requirements to SHSP and HSP.

Develop the HSCP to disseminate informational, educational and promotional materials regarding the Division's priority traffic problems as identified in the HSP; coordinate activities to ensure the maximum exposure of traffic safety messages to the identified target audience; present and approve concepts for special public events; direct research activities and evaluate impact of SHSP awareness campaigns to determine public attitudes and awareness of programs and adjust programs based on survey findings.

Identify the need for appropriate outside contractual services to assist with research, marketing, public relations, design and execution of high-profile traffic safety campaigns; develop well-defined goals, objectives and deliverables for each campaign; direct activities of contractors and monitor invoices with stated pricing and available budget; oversee the expenditure of funds for public information activity, materials, purchasing and related grant-funded activities to ensure State and federal policies are met.

Coordinate with State, federal, and local agencies and other stakeholders regarding HSP, SHSP, HSCP, and other statewide highway safety programs and projects; represent the division at meetings and conferences as assigned; serve as program liaison with the NHTSA Regional Administrator; provide oversight of management reviews conducted by the NHTSA.

**SERIES CONCEPT (cont'd)**

Develop and implement business rules and procedures to ensure compliance with State/federal requirements and improve overall efficiency, performance and productivity of the office's grant funds administration for both primary and secondary recipients; participate in the development of Division policies and procedures; monitor program activities, programs and projects to ensure they are operating efficiently and effectively; recommend and implement alternative strategies, procedures, or projects as needed.

Supervision of professional and administrative staff to include the evaluation of performance, development of work performance standards, coordinating and directing work activities, reviewing staff assignments, training, guidance and mentoring, and discipline.

Compile statistics and prepare reports regarding the work unit's activities; oversee public and private requests for traffic data and other traffic safety information.

Perform Division Administration functions, special projects and other duties assigned by the Division Administrator; serve as acting Division Administrator in their absence.

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**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business administration, public administration or closely related field and five years professional experience in developing, implementing, and managing programs and/or projects on a Statewide and/or federal level which included budgeting; and contract management and/or grant development and oversight experience, one year of which included supervisory responsibility over professional and administrative staff; **OR** Associate's degree from an accredited college or university in business administration, public administration or closely related field and six years experience as described above; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**  
**Working knowledge of:** organizational structure and management principles and practices; supervisory and training techniques. **General knowledge of:** contract preparation and management; budgeting; grant application and sub-project development and oversight; program/project development and oversight; accounting/fiscal principles and practices. **Ability to:** communicate effectively both verbally and in writing; write reports; plan, develop and monitor programs; plan, organize and oversee the work of professional and support staff; train, supervise and evaluate the performance of employees working in a wide range of functional areas; identify and prioritize program needs; advise and direct management; develop, implement, and monitor policies and procedures; develop effective relationships with State, federal and local agencies, public officials, media and the motoring public.

**FULL LEVEL KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):**  
**Working knowledge of:** the agency mission, programs, operations, policies and objectives; State, federal and local highway safety plans, programs, projects, and associated regulations; fiscal proceedings. **General knowledge of:** 2 CFR Part 225 – Cost Principles for State, local and Indian Tribal Governments (OMB Circular A-87); State administrative and procurement rules, statutes and guidelines; State Administrative Manual (SAM). **Ability to:** speak and write effectively; establish and maintain effective relationships with legislator's, the press, the motoring public, and other officials; develop planning studies; analyze and develop sound procedures; negotiate solutions to problems where competing interests and conflicting opinions exist; prioritize and direct operations and activities; make independent decisions requiring advanced knowledge of program areas; provide high level technical advisement to management; plan, develop, coordinate, and administer State and federal grant programs and activities in an effective and efficient manner.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

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