



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FATALITY FILE ANALYST	31	B	7.644

Under general supervision, the Fatality File Analyst analyzes and codes fatal traffic accident data in conformance with Federal Fatal Accident Reporting System guidelines.

Receive and analyze preliminary fatal accident reports to determine if they warrant recording in the Federal Fatal Accident Reporting System (FARS); create a file and record FARS entries in a spreadsheet in order to systemically categorize information; maintain files and cases according to program regulations.

Gather information pertinent to the accident in order to properly code the cause; interview the investigating officer and witnesses; obtain and review accident reports, medical examiner's report and driver's licensing files.

Verify the accuracy of data received; code data into the automated system according to established guidelines.

Compile statistical information and prepare required reports, charts, graphs and tables for presentation to the media, the National Highway Traffic Safety Administration and other government agencies; interpret information contained in the reports as requested.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.
- * This position has access to the National Criminal Information System (NCIS) and Nevada Criminal Justice Information System NCJIS and, therefore, requires a pre-employment background investigation as a condition of employment.

INFORMATIONAL NOTE:

- * Annual attendance and successful completion of a National Highway Traffic Safety Administration course on the coding of fatal accidents is required.

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience within a program area involving investigation and analysis of data and ability to configure data into established format(s); **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles and practices of data collection, analysis and evaluation; arithmetic, algebra, statistics, and their applications; electronic equipment and computer hardware and software, including applications and troubleshooting. **Ability to:** add, subtract, multiply, or divide quickly and correctly; combine pieces of information to form general conclusions. **Skill in:** communicating effectively in writing and speaking; operating a computer terminal sufficient to input and retrieve information; written English in order to compose routine business correspondence and reports; mathematical computation sufficient to calculate ratios, rates and percentages.

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: federal and State laws, regulations and policies applicable to determining and interpreting a FARS case. **Ability to:** observe, receive, and otherwise obtain information from relevant sources.

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 class.

7.644

ESTABLISHED: 5/18/78
REVISED: 7/01/93P
9/24/92PC
REVISED: 2/10/06PC