



**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>
<b>FATALITY FILE ANALYST</b>	<b>31</b>	<b>B</b>	<b>7.644</b>

Under general supervision, the Fatality File Analyst manages the Fatality Analysis Reporting System (FARS), a database that tracks all fatal traffic crashes occurring in the State and analyzes and codes fatal traffic crash data in conformance with Federal Fatal Reporting System guidelines. This position also represents the agency and the FARS program at meetings and conferences, negotiating data sharing agreements with other State agencies and organizations, and promoting the value and uses of FARS data.

Ensure timely and accurate collection of statewide fatal collision data; receive and analyze fatal crash reports and record information in FARS; meet specific benchmarks and strict timelines in accordance with National Highway Traffic Safety Administration (NHTSA) rules and regulations.

Gather information pertinent to the crash in order to properly code the cause; interpret various source documents related to fatal crash investigations to include police traffic collision reports, police reconstruction reports and/or technical reports, driver and vehicle records, Emergency Medical Services (EMS) reports, coroner reports, toxicology reports, roadway data, maps and interchange drawings, and death certificates which require interpretation of medical terminology and knowledge of the international Statistical Classification of Diseases and Related Health Problems (ICD-10) codes.

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.

Coordinate with public and private agencies to explain difficult transportation problems; advise various groups on analysis of traffic fatalities; serve as a specialist on interdisciplinary teams formed to solve complex transportation issues.

Perform related duties as assigned.

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**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 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 as a condition of continuing employment.
- \* This position requires NCJIS certification within six months of appointment and as a condition of continuing employment.

**MINIMUM QUALIFICATIONS (cont'd)**

**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 as described above. (*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 both verbally and in writing; 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.

**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: 7/1/93P  
9/24/92PC  
REVISED: 2/10/06PC  
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