

Minnesota Department of Public Safety

Office of Traffic Safety

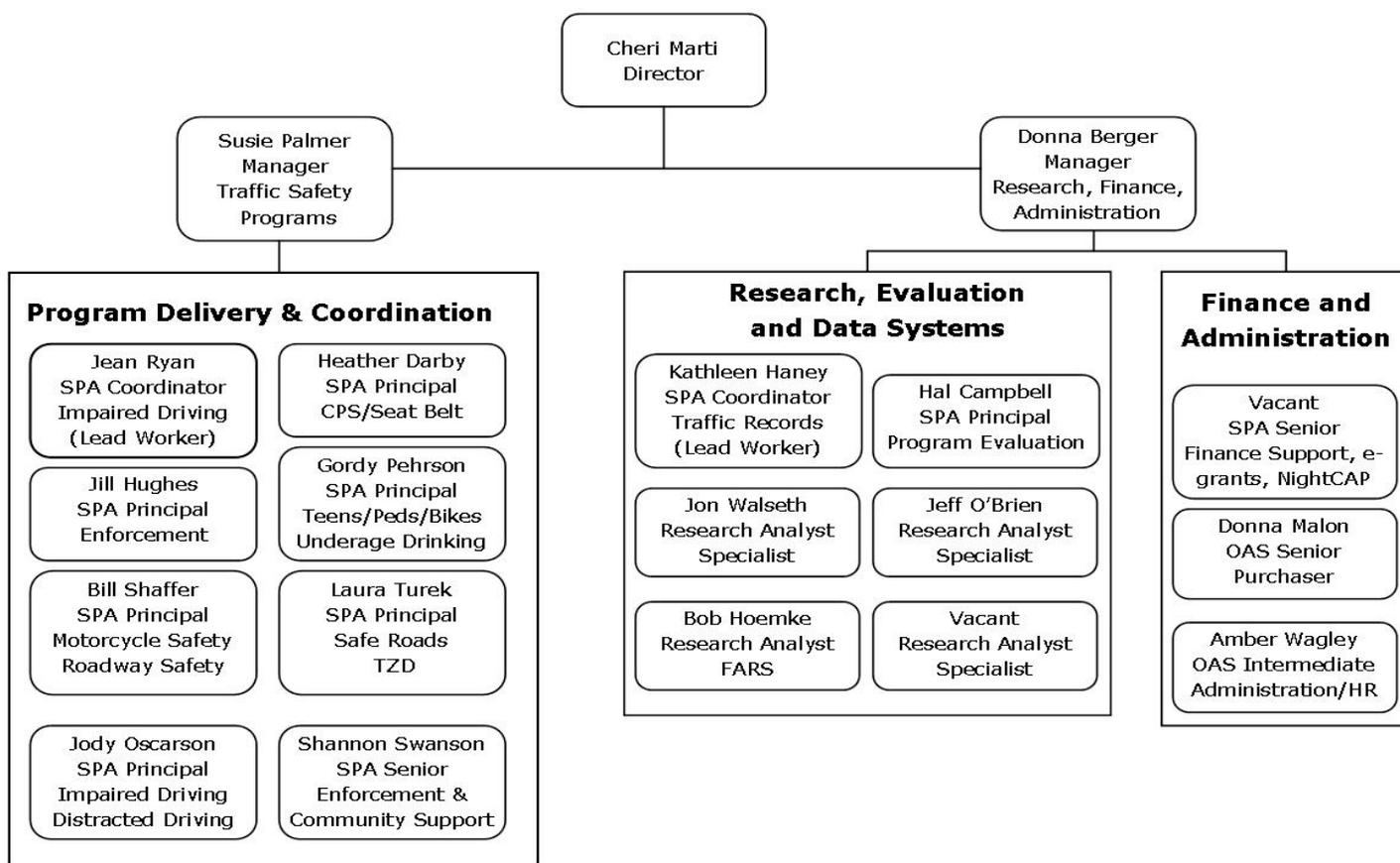
Mission & Employee Contributions

May 23, 2011



The Office of Traffic Safety (OTS) serves as Minnesota’s State Highway Safety Office. The Governor has appointed the Director of the Office of Traffic Safety as the designated Governor’s Representative to administer federal safety programs from the National Highway Traffic Safety Administration (NHTSA).

The OTS consists of the Director; Traffic Safety Programs Manager; Research, Finance and Administration Manager; two support staff positions; four research positions (including the FARS analyst); and eleven “coordinator” positions at three different classification levels.



OTS Mission Statement

To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists' behavior through:

- A. Policy Development and Support**
- B. State and Local Community Stakeholder Engagement**
- C. Program Delivery Leadership**
- D. Research and Evaluation**

The following pages reflect each staff member's primary roles, how roles are carried out and the connection of each role to the OTS mission.

Working Title: **Director, Office of Traffic Safety**

Why Position Exists: To direct Minnesota’s federal behavioral highway safety program through shaping policy and leading integrated programming to improve traffic safety.

Position Role: To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists’ behavior through:

Role Statement	How role is carried out	Mission Element
Define, implement, and defend traffic safety policy and strategies	Develop legislative proposals and strategy	Policy Development & Support
	Consult with Commissioner’s Office, Governor’s Office, agency staff, legislators, and stakeholders	
	Provide legislative testimony and support	
	Integrate partner/stakeholder legislative initiatives	
	Analyze proposals and direct Divisional comment on and recommendations to state and federal traffic safety policy	

Role Statement	How role is carried out	Mission Element
Lead, direct, and align multi-agency Toward Zero Death (TZD) Program and supporting initiatives	Implement and monitor TZD strategic plan, priority initiatives and the Strategic Highway Safety Plan	State and Local Community Stakeholder Engagement
	Establish and strengthen partnerships and leveraged collaboration with Minnesota TZD stakeholders	Program Delivery Leadership
	Manage and strategically utilize relationships with federal agencies and national associations (NHTSA, FHWA, AASHTO, GHSA)	Research and Evaluation
	Serve as TZD Program Co-Chair and serve on various Boards/Steering Committees	

Role Statement	How role is carried out	Mission Element
Direct the integration and execution of Division operations, programs and fiscal and human resources	Serve as Governor’s Representative for Highway Safety for federal safety program	Policy Development & Support
	Direct development of OTS annual Highway Safety Plan	State and Local Community Stakeholder Engagement
	Oversee program monitoring and conformance to state and federal rules and statutes	
	Lead Division staff and develop leadership capabilities	Program Delivery Leadership
	Shape supportive/accountable work environment	Research and Evaluation

Role Statement	How role is carried out	Mission Element
Educate the public and stakeholders to catalyze policy and culture change	Represent Minnesota and serve as Agency spokesperson for behavioral traffic safety	Policy Development & Support
	Collaborate on and approve media outreach strategies	State and Local Community Stakeholder Engagement
	Conduct media interviews	

Program Delivery & Coordination

Working Title: **Traffic Safety Programs Manager**

Why Position Exists: To provide leadership in planning and administration of the OTS program areas including occupant protection and child passenger safety, speed management, impaired driving, motorcycle safety, teen drivers, underage drinking, older drivers, distracted driving, pedestrian safety, bicycle safety, community programs, engineering roadway safety and enforcement.

Position Role: To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists' behavior through:

Role Statement	How role is carried out	Mission Element
Provide leadership on multi-disciplinary program areas to assure alignment with state and federal regulations and goals	Serve as the main point of contact with NHTSA in HSP planning and implementation	Policy Development & Support
	Communicate with NHTSA and OTS staff to assure OTS can move ahead with planned programming	Program Delivery Leadership

Role Statement	How role is carried out	Mission Element
Provide behavioral input on strategic plans for TZD and SHSP and for the OTS subject areas to assure OTS and departmental priorities and program are represented in the plans and align with them	Identify and prioritize division, stakeholder, state and federal needs	Policy Development & Support
	Champion countermeasures that work and discourage expending resources on unproven measures	State and Local Community Stakeholder Engagement
	Communicate with stakeholders, the legislature and others in a manner than is clear and understandable even though the subject matter may not be	Program Delivery Leadership

Role Statement	How role is carried out	Mission Element
Manage program coordinator staff to ensure positive outcomes	Manage staff so that their strengths are recognized and used by OTS and their weaknesses improved through training and/or practice	State and Local Community Stakeholder Engagement
	Assure the best possible outcomes for performance measures by providing consultation and advice	Program Delivery Leadership
	Review grants and contracts to Identify deficiencies and ensure compliance with both federal and state regulations	

Working Title: **Impaired Driving Coordinator**

Why Position Exists: To reduce Minnesota traffic-related fatalities and severe injury by providing statewide leadership, direction, planning, evaluation, integration and administration of a statewide plan to reduce impaired driving.

Position Role: To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists' behavior through:

Role Statement	How role is carried out	Mission Element
Design, direct and administer a statewide approach and plan that reduces impaired driving fatalities based on data and research	Strengthen policies and behavioral strategies by identifying data driven problems and needs	Policy Development & Support
	Develop effective strategies and policy recommendations by maintaining current with best practices and national research	Program Delivery Leadership
	Provide impaired driving leadership by formulating statewide impaired driving goals and strategies to achieve those goals	Research and Evaluation

Role Statement	How role is carried out	Mission Element
Design, implement, coordinate and provide leadership for statewide projects, programs and business processes	Work with stakeholders to develop effective programs, projects and business processes such as eCharging, ignition interlock and high-visibility impaired driving enforcement programs	State and Local Community Stakeholder Engagement
	Provide a leadership role in coordination of training of law enforcement and prosecutors on the application of impaired driving laws through the DRE and Traffic Safety Resource Prosecutor	Program Delivery Leadership
	Identify and facilitate improvements in the impaired driving system by engaging stakeholders by identifying roadblocks the state might have in effectively carrying out impaired driving laws and determine solutions	Research and Evaluation

Role Statement	How role is carried out	Mission Element
Develop, manage and monitor complex projects and grants	Develop, manage and monitor projects that are funded by Section 410 and 164 federal legislation	Program Delivery Leadership
	Assure compliance with federal and state regulations	

Role Statement	How role is carried out	Mission Element
Serve as an expert resource and consultant on impaired driving	Respond to media requests	Program Delivery Leadership
	Respond to policymakers, traffic safety experts, governmental entities and the general public on impaired driving questions	
	Provide reports and presentations to federal, state and the general community	

Working Title: **Enforcement Coordinator**

Why Position Exists: To plan, coordinate, implement, and monitor traffic safety projects designed to reduce traffic crashes, deaths, and injuries by providing leadership and support for the OTS enforcement program.

Position Role: To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists' behavior through:

Role Statement	How role is carried out	Mission Element
To develop, manage, and monitor complex projects and grants to ensure that program parameters and standards are met and contact and grant provisions, rules and regulations are followed	Develop, manage and monitor projects that are enforcement based	Program Delivery Leadership
	Assure compliance with federal and state regulations	Program Delivery Leadership
	Develop and manage contracts with the LELs to ensure wide spread participation and buy in with the enforcement program	Program Delivery Leadership

Role Statement	How role is carried out	Mission Element
Serve as an expert resource and consultant on enforcement projects	Provide leadership for the <i>Safe & Sober</i> programs	Program Delivery Leadership
	Develop effective strategies and policy recommendations by maintaining current with best practices and national research	Policy Development & Support Program Delivery Leadership

Working Title: **Motorcycle and Roadway Safety Programs Coordinator**

Why Position Exists: To plan, implement, coordinate, and monitor the state’s motorcycle safety program and to develop, manage, and monitor hazard elimination grants to Mn/DOT.

Position Role: To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists’ behavior through:

Role Statement	How role is carried out	Mission Element
Carry out the mission of the MN Motorcycle Safety Program which is to prevent motorcycle crashes and the resulting crash fatalities and injuries	Provide Motorcycle Rider Training to build and improve motorcycle control and crash avoidance skills	Policy Development & Support
	Motorcycle rider safety education and public information conducted to lead and strengthen behavioral strategies; to build safe operational and sound decision making skills; and also change risky behavior through education on consequences and alternatives	State and Local Community Stakeholder Engagement
	Lead and conduct efforts to ensure proper licensing through expanded opportunities, incentives, and education	Program Delivery Leadership

Role Statement	How role is carried out	Mission Element
Develop, manage, and monitor grants with Mn/DOT to fund the removal of engineering hazards and their replacement with improved roadway safety countermeasures.	Hazard elimination grants for low cost roadway safety countermeasures by using high level data analysis to pinpoint roadway locations and situations conducive to severe crashes and involving stakeholders in identifying these hazards in their specific jurisdictions	Policy Development & Support
		State and Local Community Stakeholder Engagement
		Program Delivery Leadership
		Research and Evaluation

Working Title: **Safety Programs Coordinator**
(Occupant Protection / Child Passenger Safety Coordinator)

Why Position Exists: To plan, coordinate, implement, and monitor traffic safety projects designed to reduce traffic crashes, deaths, and injuries by providing leadership for the OTS Seat Belt and Child Passenger Safety programs.

Position Role: To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists' behavior through:

Role Statement	How role is carried out	Mission Element
Coordinate the administration of the Child Passenger Safety program for the state of Minnesota	Educate parents, schools, medical professionals, and daycare providers on child passenger safety by providing training via Nationally certified CPS technicians	Policy Development & Support
	Develop effective strategies and policy recommendations by maintaining current with best practices and national research	Program Delivery Leadership
	Plan and organize the CPS tract on Minnesota's annual TZD conference.	
	Provide a vehicle to ensure CPS technicians remain certified and also to encourage new CPS technicians.	

Role Statement	How role is carried out	Mission Element
To develop, manage, and monitor complex projects and grants to ensure that program parameters and standards are met and contact and grant provisions, rules and regulations are followed	Develop, manage and monitor projects that are passenger protection based	Program Delivery Leadership
	Assure compliance with federal and state regulations	Program Delivery Leadership

Role Statement	How role is carried out	Mission Element
Serve as an expert resource and consultant on passenger protection projects	Provide media outreach through PSAs, interviews, news releases, and press conferences	Program Delivery Leadership
	Develop effective strategies and policy recommendations by maintaining current with best practices and national research	Policy Development & Support Program Delivery Leadership

Working Title: **Youth Alcohol, Bicycle and Pedestrian Safety Coordinator**

Why Position Exists: To plan, coordinate, implement, and monitor traffic safety projects designed to reduce traffic crashes, deaths, and injuries involving teen drivers, bicyclists and pedestrians, and coordinate the administration of the Enforcing Underage Drinking Laws (EUDL) Block Grant Program.

Position Role: To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists' behavior through:

Role Statement	How role is carried out	Mission Element
Coordinate the administration of the EUDL program for the state of Minnesota	Provide technical support to community, regional, and statewide stakeholders, on state laws, local ordinances, school policies, family policies, and effective outreach initiatives	Policy Development & Support Program Delivery Leadership
	Secure EUDL funding and grant funds to agencies in compliance with EUDL regulations	
	Engage community members to lead local efforts to implement evidence based programs	

Role Statement	How role is carried out	Mission Element
To develop, manage, and monitor complex projects and grants to ensure that program parameters and standards are met and contact and grant provisions, rules and regulations are followed	Public and stakeholder outreach to strengthen policies and enhance behavioral outcomes	Program Delivery Leadership
	Assure compliance with federal and state regulations	Program Delivery Leadership

Role Statement	How role is carried out	Mission Element
Serve as an expert resource and consultant on youth, pedestrian, and bicycle projects	Develop effective strategies and policy recommendations by maintaining current with best practices and national research	Program Delivery Leadership

Working Title: **Community Outreach/Towards Zero Deaths Program Coordinator**

Why Position Exists: To plan, coordinate, implement, and monitor traffic safety projects designed to reduce traffic crashes, deaths, and injuries by providing leadership for the OTS community highway safety program and for overseeing the development and conduct of the annual Towards Zero Deaths conference

Position Role: To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists' behavior through:

Role Statement	How role is carried out	Mission Element
To develop, manage, and monitor complex projects and grants to ensure that program parameters and standards are met and contact and grant provisions, rules and regulations are followed.	Increasing the involvement of local traffic safety stakeholders in evidence based, data driven efforts to reduce fatal and serious injury crashes and build interdisciplinary relationships at the local level through the TZD Safe Roads Coalition Program	Policy Development & Support
	TZD Regional Coordination grant provides coverage of counties without funded coalitions	State and Local Community Stakeholder Engagement
	Increasing the involvement of local employers in promoting evidence based, data driven policy efforts and resources for the worksite to reduce fatal and serious injury crashes among employees and their families through the Minnesota Network of Employers for Traffic Safety grant	Program Delivery Leadership Research and Evaluation

Role Statement	How role is carried out	Mission Element
To reach out to traffic safety stakeholders in local communities to increase knowledge of traffic safety data, strategies, partnership methods and increase awareness of resources.	Center for Transportation Studies grant managed and evaluated to coordinate logistics for TZD Statewide Conference (1)	Policy Development & Support
	Center for Transportation Studies grant managed and evaluated to coordinate program outreach and administration of TZD Stakeholder Breakfasts (3), TZD Program Team (4), TZD Interagency Leadership Team (9)	State and Local Community Stakeholder Engagement
	Engaging a variety of traffic safety stakeholders with data driven content and evidence based strategies through the TZD Regional Steering Committees (4), TZD Regional Workshops (4)and County Safety Plan Workshop and Report Participation (17)	Program Delivery Leadership
	TZD Regional Workshops (4)	Research and Evaluation
	County Safety Plan Workshop and Report Participation (17)	

Role Statement	How role is carried out	Mission Element
Serve as an expert resource and consultant on TZD projects	Develop effective strategies and policy recommendations by maintaining current with best practices and national research	Program Delivery Leadership

Working Title: **Impaired Driving Support/Distracted Driving Coordinator**

Why Position Exists: To plan, coordinate, implement, and monitor traffic safety projects designed to reduce traffic crashes, deaths, and injuries by providing leadership for the OTS Distracted Driving programs and Impaired Driving programs

Position Role: To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists' behavior through:

Role Statement	How role is carried out	Mission Element
Develop assigned projects within the annual Highway Safety plan which is submitted to NHTSA	Identify barriers to and develop solutions for traffic safety improvements in program areas	State and Local Community Stakeholder Engagement
	Write requests for proposals, grants, contracts as necessary for highway safety activities	Research and Evaluation

Role Statement	How role is carried out	Mission Element
Administer, monitor, audit, and evaluate assigned projects.	Receive and review program progress reports	State and Local Community Stakeholder Engagement
	Maintain ongoing communication with project directors	Program Delivery Leadership
	Provide on-site technical assistance to traffic safety grantees and to local interest groups and task forces	Research and Evaluation

Role Statement	How role is carried out	Mission Element
Provide traffic safety leadership within assigned program areas so that stakeholders have a resource for information regarding traffic safety issues	Research and analyze assigned traffic safety programs	Policy Development & Support
	Develop and cultivate collaborative efforts with other state agencies, activist groups, and private entities	State and Local Community Stakeholder Engagement
	Conceptualize and develop strategies for resolving emerging problems in traffic safety program areas	Research and Evaluation

Working Title: **Law Enforcement and Community Outreach Support Coordinator**

Why Position Exists: To work with the law enforcement and community outreach program leads to develop, administer, monitor, audit and evaluate projects that work toward the goal of reducing traffic crashes, deaths and injuries

Position Role: To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists' behavior through:

Role Statement	How role is carried out	Mission Element
Administer, monitor, audit and evaluate assigned projects in accordance with the project lead	Provide technical expertise to project directors in NHTSA-approved fiscal and program management strategies for the <i>Safe & Sober</i> Grant Program, Challenge Grant and May mini grants	Program Delivery Leadership
	Provide incentives to law enforcement for consistently reporting on mobilizations	
	Provide suggestions to Safe Roads Coalition leaders to help support law enforcement during a mobilization.	

Role Statement	How role is carried out	Mission Element
Serve as an expert resource and consultant on law enforcement and community projects	Develop effective strategies and policy recommendations by remaining current with best practices and national research	Program Delivery Leadership

Research, Finance & Administration

Working Title: **Research, Finance and Administration Manager**

Why Position Exists: To provide leadership in planning and administration of the financial, research, evaluation, administrative, and systems improvement functions for OTS.

Position Role: To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists' behavior through:

Role Statement	How role is carried out	Mission Element
Oversee fiscal and budget operations to assure that division programs are fiscally sound	Manage the division's budget and accounting systems by providing leadership to ensure budget for behavioral programs follow HSP and funding requirements	Program Delivery Leadership
	Oversee the development and administration of spending plans for division's state and federal funds	

Role Statement	How role is carried out	Mission Element
Make recommendations and oversee the division's statewide strategic plans for reducing traffic deaths and serious injuries	Identify and prioritize division, stakeholder, state and federal needs	Policy Development & Support
	Oversee OTS research and evaluation plans and divisional communication	State and Local Community Stakeholder Engagement
	Determine federal funding types and amounts to support statewide plans	Program Delivery Leadership
	Oversee the development and evaluation of performance measures for OTS program	Research and Evaluation

Role Statement	How role is carried out	Mission Element
Oversee statewide communication and outreach strategies and facilitate collaboration with stakeholders on fiscal, research, evaluation, and administrative matters	Oversee creative development and media buys for traffic safety messaging	State and Local Community Stakeholder Engagement
	Provide educational materials to stakeholders and local communities	Program Delivery Leadership
	Update website content	Research and Evaluation
	Establish and oversee procedures, protocols and standards which create effective, timely and accountable research and evaluation and administrative programs	

Working Title: **Traffic Records Coordinator**

Why Position Exists: To provide leadership to improve the timeliness, accuracy, completeness, uniformity, integration and accessibility of state traffic safety data from both a state and national perspective.

Position Role: To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists' behavior through:

Role Statement	How role is carried out	Mission Element
Facilitate and support Minnesota traffic safety data and data systems so that the integration of complex and independent data systems supports the identification of traffic safety counter-measures used to reduce traffic-related fatalities and serious injuries	Improve data quality and utilization so that best data is available for data-driven decisions	Program Delivery Leadership
	Develop effective strategies and policy recommendations by remaining current with best practices and national research	Research and Evaluation
	Facilitate discussions among various stakeholders to reach consensus and plan for implementation of data system improvements	

Role Statement	How role is carried out	Mission Element
Provide statewide leadership and serve as a statewide expert and resource for the communication of traffic safety records information critical to reducing traffic fatalities and injuries	Chair the Traffic Records Coordinating Committee to facilitate improving data quality so best data is available for data-driven decisions	Policy Development & Support
	Provide leadership to the OTS Research and Evaluation Team	State and Local Community Stakeholder Engagement
	Represent DPS as designee to EMSRB – reducing deaths and serious injuries by EMS involvement	Program Delivery Leadership
	Utilize crash outcome data to aid policy makers through OTS representative on the CODES board	Research and Evaluation
	Represent Minnesota as a national representative: ATSIIP Board Member, MMUCC expert panel	

Role Statement	How role is carried out	Mission Element
Develop, manage and monitor complex projects and grants to ensure that program parameters and standards are met and contract and grant provisions, rules and regulations are followed.	Administer the 408 Data Improvement grants	Program Delivery Leadership
	Ensure high quality data on fatal crashes available to drive decision making through Fatality Analysis Reporting System contract and backup	Research and Evaluation

Working Title: **Evaluation Coordinator**

Why Position Exists: To coordinate the administration of Minnesota’s state and community highway safety program by planning, coordinating, implementing, and monitoring traffic safety projects designed to reduce traffic crashes, deaths, and injuries with a particular emphasis on data and evaluation.

Position Role: To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists’ behavior through:

Role Statement	How role is carried out	Mission Element
Develop, manage, support, and evaluate projects to ensure that project strategies are carried out, program improvements are delivered, and program objectives are met.	Align data with behavioral strategies to help programs target educational efforts, public awareness campaigns, and enforcement initiatives	Program Delivery Leadership
	Conduct Statewide Behavior and Awareness Surveys to help evaluate OTS mobilization programs	Research and Evaluation
	Conduct annual Seat belt observation surveys	Research and Evaluation
	Develop evaluation measures for projects	Research and Evaluation

Role Statement	How role is carried out	Mission Element
Serve as an expert resource and consultant on evaluation	Develop effective strategies and policy recommendations by remaining current with best practices and national research	Research and Evaluation

Working Title: **Research Analyst Specialist (2)**

Why Position Exists: To provide problem identification, expertise and analysis on crash and other data related to traffic safety so that OTS can make data driven decisions on problem issues and effective countermeasures

Position Role: To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists' behavior through:

Role Statement	How role is carried out	Mission Element
Provide stakeholders with traffic crash information necessary for decision making and long range planning	Computer programming and statistical analysis	Research and Evaluation
	Publication of traffic safety data	Policy Development & Support
	Respond to internal and stakeholder data requests	Research and Evaluation

Role Statement	How role is carried out	Mission Element
Analyze, interpret, publish, & disseminate accurate statistical information	Computer programming, research and statistical analysis	Research and Evaluation
	Conduct Crash data quality control through weekly data cleaning	
	Presentation of findings	

Role Statement	How role is carried out	Mission Element
Serve as an expert resource and consultant on traffic safety data and analysis	Develop effective strategies and policy recommendations by remaining current with best practices and national research	Research and Evaluation

Working Title: **Minnesota FARS Analyst**

Why Position Exists: To manage the State of Minnesota’s participation of the national Fatality Analysis Reporting System (FARS) which standardizes fatal traffic crash data throughout the nation.

Position Role: To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists’ behavior through:

Role Statement	How role is carried out	Mission Element
Create a yearly FARS fatal crash file by assembling and qualifying fatal crash reports from law enforcement, coroners, Health Dept. vital statistics, and news sources ensuring accurate fatal crash data is recorded and available for analysis	Crashes must comply with the ANSI D-16.1 Manual on Classification of Motor Vehicle Traffic Accidents to qualify	Policy Development & Support
	Record data in accordance with the FARS contract and Manual	Research and Evaluation
	Track down missing reports and information from various agencies	Research and Evaluation

Role Statement	How role is carried out	Mission Element
Provide help and expertise concerning specific fatal crash data requests both within OTS and to other offices	Requests are handled as they are received. Informal discussion is held to understand what exactly is needed. Either the request is completed or instruction on how to access data is given, if preferred.	Policy Development & Support Research and Evaluation

Working Title: **Finance Support Coordinator**

Why Position Exists: To coordinate the administration of Minnesota’s state and community highway safety program by planning, coordinating, implementing, and monitoring traffic safety projects designed to reduce traffic crashes, deaths, and injuries with a particular emphasis on financial support and e-grants.

Position Role: To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists’ behavior through:

Role Statement	How role is carried out	Mission Element
Administer, monitor, audit and evaluate assigned projects in accordance with the project lead	Provide technical expertise to OTS staff and grantees in the use of the e-grants system	Program Delivery Leadership
	Develop and provide training for the e-grants system	
	Administer grants as assigned	
	Provide support to the Research, Finance and Administration Manager for the financial administration of OTS	

Role Statement	How role is carried out	Mission Element
Serve as an expert resource and consultant on the OTS e-grant system	Respond to inquiries from grantees as well as OTS staff	Program Delivery Leadership
	Serve as OTS liaison to the software vendor for improvements to the e-grants system	

Working Title: **Purchaser**

Why Position Exists: To provide secretarial and administrative assistance to the OTS division management and others as assigned; to manage the support functions of OTS, to serve as lead for budgeting, purchasing and procurement process required by the division.

Position Role: To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists' behavior through:

Role Statement	How role is carried out	Mission Element
Provide administrative support so that effective communication and workflow for management is maintained	Review the Director's emails, flagging critical or urgent ones, deleting spam or forwarding to appropriate staff	Program Delivery Leadership
	Book out of state travel and prepare travel folders for staff with flight, registration, hotel, car reservation information and meeting agenda's and materials	
	Prepare monthly staff meeting minutes and distribute to all staff member	

Role Statement	How role is carried out	Mission Element
Direct and coordinate OTS office facility, infrastructure systems	Maintain knowledge of purchasing and accounting for law enforcement equipment and office equipment needed; enter purchase requests and grant/contract encumbrances using SWIFT	Program Delivery Leadership
	Track contracts and grants, cell phone logs and monthly purchasing card records; also track archived records sent over to DPS warehouse.	
	Maintain motorcycle inventory of 353 motorcycles in SWIFT; conduct office inventory of fixed and sensitive items	

Role Statement	How role is carried out	Mission Element
Provide administrative support to OTS staff	Assist with mail merges, databases, and other projects as requested	Program Delivery Leadership
	Attend to or redirect critical telephone calls to ensure that requesters' needs are met	
	Participate in the combined charities events, representing OTS	

Working Title: **Administrative and HR Support**

Why Position Exists: To provide secretarial and administrative support/assistance for the OTS, to serve as lead HR expeditor and timekeeper and as backup purchaser for the division.

Position Role: To reduce traffic deaths and serious injuries on Minnesota roads by improving motorists' behavior through:

Role Statement	How role is carried out	Mission Element
Provide administrative support so that the office functions are efficiently me	Attend to or redirect critical phone calls or e-mails to ensure requestor's needs are met. Respond to requests from internal and external partners.	Program Delivery Leadership
	Monitor and track traffic safety legislation and inform appropriate staff members of bills and/or meetings.	
	Schedule and track meetings internally and externally and manage the Director's calendar.	
	Organize office shared spaces, improve and maintain processes for administrative functions.	
	Misc. projects such as coordinating and carrying out the annual <i>Crash Facts</i> mailing, creating and maintaining the law enforcement contact list.	

Role Statement	How role is carried out	Mission Element
Serve as the lead HR expeditor, lead timekeeper and backup purchaser	Remain fully knowledgeable of HR policies and procedures. Process personnel transactions in an efficient and timely manner. Transactions include new hires, separations, performance reviews, promotions, etc.	Program Delivery Leadership
	Remain fully knowledgeable of SEMA4 payroll system and policies and procedures. Analyze and review time entry from each employee for accuracy. Validate payroll to ensure that deadlines are met.	
	Track and monitor office supply inventory and purchase supplies as needed.	