

STATE OF NEBRASKA CLASS SPECIFICATION
MOTOR CARRIER SAFETY PROGRAM MANAGER

CLASS CODE: V09950
EST: 04/01 - REV: 06/15

DESCRIPTION: Under administrative direction, directs the operations and supervises the assigned staff of the federally financed Motor Carrier Safety Assistance Program (MCSAP) and related federally financed projects; provides general and program administrative assistance to the Carrier Enforcement Division of the Nebraska State Patrol; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a single-level, full performance job classification restricted in use solely to the Nebraska State Patrol. The position has managerial responsibilities including supervision of assigned staff, management of various MCSAP functions, and administration of grant operations, related to the education and promotion of safety practices and regulations to assist and monitor by motor carrier firms that use Nebraska's Interstate System and associated State Highways.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Administers MCSAP financially supported projects and activities.

Develops grant applications and submit proposals to the Federal Motor Carrier Safety Administration Office of U.S. Department of Transportation.

Provides technical assistance and advice to Carrier Enforcement Division management in planning, implementing, and overseeing projects and activities regarding MCSAP and other carrier safety/enforcement functions.

Prepares internal and federal mandated MCSAP reports and records to document the status of projects and safety program related performance goals and information required by safety program audits.

Directs the collection and analysis of data relative to MCSAP projects and activities and evaluates this data to determine the effectiveness of these operations.

Monitors and provides technical assistance for proposed projects including the proposal development, funding approval, operational planning, implementation, and evaluation stages of MCSAP funded projects.

Tracks and researches federal mandates and financial resources to keep abreast of initiatives and availability of funds and to prepare budget related statements.

Interprets and offers advice to agency officials and others on current and proposed motor vehicle laws, rules, and policies to ensure compliance with regulatory requirements.

Directs, trains, counsels, and evaluates assigned professional and technical level staff to ensure proper work performance, exchange information and resolve problems, and explain and ensure compliance with work practices.

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Collaborates with members of the Nebraska State Patrol, other State and federal agencies, national and local transportation safety interest groups and organizations, and members of the motor carrier industry to develop and execute effective goals and to increase roadway safety.

Develops and recommends State and other program goals, plans, policies, and performance standards to facilitate the implementation of national and State safety initiatives and mandates.

Drafts legislation, requests for proposal, and contract language for services to be rendered by other parties to facilitate program administration.

Investigates complaints/allegations and oversees negotiations with motor carrier firms to settle or determine disputes, claims, or civil penalties.

Determines MCSAP training needs for agency employees and others and conducts training sessions on motor carrier safety and related topics.

Serves on various international and national committees to provide technical assistance and advice regarding motor carrier safety program planning and operational activities, as needed.

KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the practices and operations of commercial motor carrier enterprises; the general safety procedures and problems in motor carrier operations; general federal and interstate motor carrier program laws and mandates; the governmental agencies and private section organizations involved with and affected by the development and administration of roadway safety programs and activities; the practices and goals of public program administration; the current trends, laws, policies, and programs and projects related to motor carrier safety enforcement and promotion plans and operations; current and potential technological advancements in vehicular safety and regulation operations; state and agency administrative policies and rules.

Ability to: identify and analyze trends, patterns, and key relationships in information and statistics; evaluate the effectiveness of program operations and activities; formulate supportable conclusions and effective decisions; communicate with persons individually and in groups, and by telephone, electronic means, correspondence, and reports, and by listening to participants and the public about various safety program initiatives and projects; prepare and deliver presentations and advocate goals and initiatives relative to public/governmental programs before public and professional groups; recognize cause and effect relationships between current conditions and desired program outcomes; determine courses of action and advocate these to agency and other officials; consult with other agency representatives to render technical or financial planning assistance; plan and implement internal project monitoring operations and procedures; coordinate safety program activities and task forces involving multiple participants; identify the specific operational needs, priorities, and goals of motor carrier safety programs and functions; develop and evaluate safety program or project plans and proposals; supervise the work of assigned staff; plan and manage administrative operations and activities.

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MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodations in the selection process should request this in advance.)

Post high school education or training in public administration, business administration, program planning, program evaluation, or grants administration; and experience in an administrative or managerial capacity in a transportation or public safety organization engaged in motor carrier safety enforcement or regulation, or in development and administration of plans, policies, grants, or projects involving motor carrier safety or associated goals, issues and needs.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).