TRAFFIC RECORDS SUPERVISOR, 3219

Summary of Duties : Supervises, coordinates and directs a group of employees engaged in clerical activities related to the coordination, maintenance and retention of traffic records; independently performs responsible and difficult clerical and related work.

Distinguishing Features : The incumbent in this class is responsible for exercising considerable independent judgment in directing, coordinating, and reviewing the work of a group of clerical employees engaged in a variety of activities and services directly related to the maintenance, retention, and certification of traffic records. The incumbent supervises a group of employees and determines specific work methods, makes assignments, trains and evaluates employees, and ensures that such work meets department, bureau, or agency requirements.

A Traffic Records Supervisor may perform highly specialized clerical work and routine administrative duties under limited supervision. A Traffic Records Supervisor has regular public contact supplying information regarding intersection changes, traffic signal, sign and marking changes and any other records requested. A Traffic Records Supervisor must also interact with professional Transportation Engineers, private and City Attorneys while responding to requests for, or supplying documents and information.

The incumbent in this class in the performance of duties is required to maintain confidentiality of records, where appropriate, and interpret basic engineering related documents, work orders and channelization illustrations. Much of the Traffic Records Supervisor's activities involves tactfully working with both private and City Attorneys, Transportation Engineers and the general public in order to provide accurate information that may be used in litigation. Additionally, in acting as the custodian of these records, is frequently called to testify in court in regard to the maintenance and content of a variety of traffic files.

Assignments are often given by limited oral or written instructions requiring the employee to exercise considerable initiative and judgment in planning a course of action. Much of the work involves dealing with highly confidential information and materials. The work of this employee is reviewed for quality, quantity, and results obtained. Errors in work may lead to significant financial loss, legal consequences, severe damage to public relations, or inefficient utilization of personnel.

The class of Traffic Records Supervisor is distinguished from the class of Senior Clerk in that the former performs highly specialized clerical duties involving the exercise of greater initiative, judgment and responsibility. Additionally, this class is distinguished from the broad class of Principal Clerk by the specialized category of records maintained, knowledge of legal and certification requirements

of documents and the need for the ability to interpret basic engineering drawings of intersection and channelization studies, traffic signal, sign maintenance and temporary traffic control records.

Examples of Duties : Plans, directs, coordinates, assigns, and reviews the work of a group of clerical employees; supervises, personally performs, or assists in the typing, preparation, processing, maintenance, indexing, classifying, filing, and administration of various documents such as reports, correspondence, intersection and channelization drawings and records, legal case development and accident records; coordinates collection of fees; receives subpoenas for employees and handles notification of City Attorney; represents the Department of Transportation in court testimony; and gives depositions to private law firms.

Interviews applicants; trains employees; may counsel and assist employees regarding their work performance and promotability; recommends changes in clerical procedures; provides information to the public, City employees, private industry, media and public agencies on traffic related activities; researches data and composes correspondence, reports and statistical summaries; coordinates work schedules, work assignments; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action program. May prepare budget requests; may develop, update or make recommendations for changes in divisional or departmental policies, procedures or manuals; and may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of modern office practices, standards and systems including filing, indexing, report writing and cross referencing methods; a good knowledge of correct punctuation, spelling and grammatical usage; a good knowledge of office machines, microfilm readers, tabulating machines, and other equipment including their maintenance and operation; a good knowledge of the principle of supervision, training, interviewing and employee relations; a good knowledge of Charter provisions, ordinances, rules, regulations, practices and City Attorney opinions as they relate to the clerical processing and administration of records management, collection of fees, and release of information; a good knowledge of the laws and regulations as they relate to equal employment opportunity and affirmative action; a working knowledge of the organizational procedures, practices, locations, functions and services of all City departments; working knowledge of the standard procedures used in budget preparation; a general knowledge of information storage and retrieval systems; a general knowledge of the memoranda of understanding as they apply to subordinate personnel.

The ability to learn, interpret, and apply laws, ordinances, policies, regulations, and procedures; the ability to plan, organize, direct, coordinate and review the work of a group of clerical employees; the ability to develop improvements in working procedures and methods; the

ability to compose letters and reports, maintain records, and prepare charts, graphs, tables; the ability to deal tactfully and effectively with employees and the public; the ability to utilize data processing equipment for the purposes of data input and the accessing of information from computer based systems and technology; the ability to independently perform complex clerical work and make arithmetical computations; the ability to gather and compile information which may include researching files and contacting various agencies; the ability to read and interpret basic intersection and channelization engineering drawings; the ability to counsel employees on personnel matters; the ability to receive and account for fees; and initiative in organizing work and completing assigned tasks.

Two years of experience in a class at least at the level of Senior Clerk which provides experience in reading and interpreting basic engineering studies, subpoenas and other document requests, public contact and the maintenance of traffic related documents and information.

License : A valid California driver's license may be required.

Physical Requirements : Strength to perform average lifting up to 5 pounds and occasionally over 20 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsi-bilities of any position shall be.