

**DUTY STATEMENT**

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Support Services Section/Data Collection Unit		DIVISION Information Management Division		
CIVIL SERVICE CLASSIFICATION TITLE Program Technician		BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-042-9927-058		CURRENT DATE 01/13/2026		
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
		APPROVED BY		DATE

**FUNCTION OF POSITION**  
Under the general supervision of the Supervising Program Technician I, the Program Technician is responsible for reviewing, verifying, and inputting data from allied agency traffic collision reports into the Statewide Integrated Traffic Records System (SWITRS) for the Data Collection Unit in the Support Services Section.

**SUPERVISION RECEIVED**  
The Program Technician reports directly to and receives the majority of their assignments from the Supervising Program Technician I. However, direction and assignments may also come from the Supervising Program Technician III.

**SUPERVISION EXERCISED**  
N/A

**WORKING CONDITIONS**

**SPECIAL PERSONAL CHARACTERISTICS**

PERCENTAGE OF TIME PERFORMING DUTIES	
	<b><u>Essential Functions</u></b>
55%	Reads, reviews, and enters traffic collision records into the SWITRS. Reads and follows written and oral instructions, such as information found in the procedural manual, in order to evaluate different scenarios when reviewing traffic collision records, which may vary from simple to complex. Reviews and stays up-to-date on rules governing traffic records as they relate to the SWITRS database; evaluates varying situations and applies rules, regulations, procedures, and policies.
30%	Ensures data entered into the system is correct by performing verification of source documents. Uses available reference materials to resolve discrepancies or seek further document clarification. When traffic collision records do not match or correlate with the SWITRS options, the Program Technician (PT) reviews the entire traffic collision record to locate the information needed to enter into the system.
10%	Uses systems and other technology available to identify and search for problem documents in order to to update, insert, or delete records stored in the SWITRS database. Reviews source documents and flags errors for subsequent correction by the Data Analysis Unit.
	<b><u>Non-Essential Functions</u></b>
5%	Perform other job related duties within the scope of the classification.
<b>TOTAL</b>	<b>100%</b>

**DUTY STATEMENT**

**Program Technician**

CHP 129 (Rev. 5-19) OPI 097

388-042-9927-058

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
-----------------------	----------------------	------

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
-------------------------	------------------------	------