

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: MCSAP Manager      Position Number: 22135      Location: Helena**

**Department: Transportation      Division and Bureau: Motor Carrier Services**

**Section and Unit: MCSAP**

### **Job Overview:**

This position Administers the Departments Commercial Vehicle Safety Plan (CVSP). Responsible for preparing the CVSP and managing the federal budget by completing Federal Grant writing procedures that establish goals and objectives for the MCSAP Program. Coordinates work between MDT sections and other state agencies regarding data assimilation, information quality and timeliness, and management of the work unit. This position reports to the Division Administrator and manages the MCSAP section employees.

### **Essential Functions (Major Duties or Responsibilities):**

#### **Program Administration - 70 %**

- Develop and manage the CVSP and associated federal grant applications.
- Establishes the program goals through analysis of past MCSAP activities and consideration of new Federal guidelines.
- Serve as the subject matter expert for federal/state agencies and commercial carriers.
- Analyze crash data and carrier performance to allocate enforcement resources.
- Oversee carrier investigations and compliance improvement plans.
- Prepare quarterly reports for FMCSA and ensure proper use of federal grant funds.
- Develop and maintain safety compliance systems and generate statistical reports.
- Reviews statewide crash data to determine high crash corridors. Then develops resource allocation and reviews out as it relates to resources utilization and benefits of resource allocation
- Review and comment on proposed federal regulations (NPRMs).

- Responsible for ensuring all MCSAP Federal, State and Department requirements are met and appropriate expenditures of the Federal grant funds.
- Produces reports identifying carriers who have been inspected and involved in crashes for analysis by Division and Federal personnel using knowledge of various state and federal IT resources
- Develops and recommends necessary legislative statutory changes by analyzing current state statutes and developing draft language and supporting documentation.
- Recommend legislative changes and manage the Department's Request for Data Review (RDR) process.
- Provide training and guidance to industry partners and government agencies.
- Represent the section at meetings with law enforcement, CVSA, and federal officials.
- Coordinate enforcement plans with state and federal partners.
- Investigate and respond to public and agency RDR using SAFESPECT and MCMIS data.

### **Compliance & Reporting – 15%**

- Monitor expenditures to ensure compliance with federal/state funding requirements.
- Attend federal MCSAP meetings and ensure alignment with FMCSA/OMCHS standards.
- Evaluate inspection data and purchasing practices for compliance with the CVSP and FMCSA MCSAP Grant.
- Conduct semi-annual inventory reviews and report findings.

### **Staff Management – 15 %**

- Directly manages staff by reviewing and revising overall work plans, priorities and procedures and monitoring progress through regular meetings and consultations. Conducts staff meetings, disseminates data and promotes information exchange.
- Identifies staffing needs, recruits and hires employees and allocates staff to adequately support the on-going operations and activities of the Section.
- Determines training needs of section staff and prepares, presents or coordinates training through personnel specialists to ensure that modern technologies and operational strategies are available.
- Evaluates, directs and coordinates the on-going operations and activities of the Section, including fiscal and accounting controls, to develop new processes and standards that promote integration, consistency and efficiency of various functions.
- Evaluates the performance of all positions directly supervised and completes performance evaluations. Recommends, implements and monitors corrective actions. Enforces disciplinary policies to ensure consistency in application of disciplinary actions.

## **Supervision**

The number of employees supervised is: 3 direct, 8 indirect

The position number for each supervised employee is: 22080, 22136, 22137

## **Physical and Environmental Demands:**

- Works in a typical office environment.
- Requires travel around the state in a variety of weather conditions to meet with employees and industry stakeholders.

## **Knowledge, Skills and Abilities (Behaviors):**

- Extensive knowledge of federal and state statutes and rules regarding the operation of commercially-operated vehicles including hazardous materials, vehicle equipment, driver qualification and regulations, and carrier regulations.
- Understanding of investigative methods, fiscal planning and program management.
- Proficiency in Microsoft Office, data systems (e.g., SAFETYNET, MCMIS), and standard office equipment.
- Effective communication, training, and analytical skills.

## **Minimum Qualifications (Education and Experience):**

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Public Administration, Business, Law Enforcement, or a related field.

This position requires a minimum of 4 years of related experience. This position requires a minimum of 2 years of supervision or team lead experience.

Certifications, licensure, or other credentials include: none

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

## **Special Requirements:**

*List any other special required information for this position*



Fingerprint check



Background check

none    Union Code

☐    Other; Describe

☒    Valid driver's license

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

### **Signatures**

My signature below indicates the statements in the job description are accurate and complete.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Compliance Manager    Job Code Number: B1401M**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☒ Telework Available

☐ Telework Not Available

☒ Classification Complete

☐ Organizational Chart attached

**Human Resources:**

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**Signature**

**Title**

**Date**