

**Department of Consumer Affairs**

Position Duty Statement

HR-041 (new 9/2019)

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<b>Classification Title</b>	<b>Board/Bureau/Division</b>
Program Representative III (Specialist)	Bureau of Automotive Repair (BAR)
<b>Working Title</b>	<b>Office/Unit/Section / Geographic Location</b>
Engineering Liaison	Engineering and Research Branch/Program Evaluation and Referees/Rancho Cordova
<b>Position Number</b>	<b>Name and Effective Date</b>
646-121-7913-003	

**General Statement:** Under the general direction of the Senior Air Quality Engineer, the Program Representative III (Specialist) (PR III) is responsible for managing, analyzing, and coordinating Smog Check activities related to Referee Centers and testing equipment. The PR III is a Subject Matter Expert (SME) on the Smog Check Program and is a liaison to law enforcement agencies regarding vehicle emission compliance. Duties include, but are not limited to:

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]

**40% (E) Manage Referee Contractor Activities**

Examine and approve specialized inspection services offered by Referee Centers that are beyond the scope of California's licensed Smog Check stations, using knowledge and expertise in the latest automotive technology. (10%)

Examine vehicle test data to determine correct course of action considering the computer programming and aftermarket parts. (10%)

Evaluate and recommend changes in Referee inspection procedures to the Engineering and Research Branch to effectively inspect vehicles with engine changes, vehicles imported into the United States that do not meet United States Environmental Protection Agency (USEPA) standards and specially constructed vehicles such as kit cars and small volume manufacturer vehicles. (10%)

Recommend procedures to certify vehicles with limited parts exemptions. (5%)

Evaluate and recommend policies and procedures to issue Smog Check repair cost waivers. (5%)

**30% (E) Perform Vehicle Configuration Analysis**

Analyze Referee data and compare to BAR's Vehicle Information Database (VID) to determine if the vehicle computer or other systems have been tampered and identify the emission effects of the tampering. Research aftermarket vehicle parts and vehicle modifications to determine if they meet California Air Resources Board (CARB)

Executive Order (EO) requirements or are illegal for on-road use. Determine correct strategies for vehicles with engine changes and for vehicles that need emission components that are no longer available.

**15% (E) Conduct School Inspections**

Provide backup support to the Hardware Cert and Schools Unit and conduct inspections at BAR certified schools throughout the state. Conduct schooling evaluation and certification, exam development support, instructor certification, educational advisory group support, and support for Automotive Resource Center.

**15% (E) Liaison to Other State Agencies and Law Enforcement**

Assist Department of Motor Vehicle (DMV) staff by providing Referee inspections and providing counsel regarding various unusual vehicle configurations. Work with DMV staff to apply Vehicle License and Title (VLT) stops on vehicles whose owners are unwilling to comply with state laws regarding vehicle emission requirements. Coordinate with local and state law enforcement agencies on their efforts to curb street racing, vehicle theft, side-shows and Smog Check fraud. Assist local and state law enforcement agencies by arranging referee inspections for motorists cited for VC 27156 and VC27151 (Smog Check related) violations and for excessive noise violations.

B. Supervision Received

The Program Representative III (Specialist) works under the general direction of the Senior Air Quality Engineer.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The incumbent has daily contact with all levels of Departmental employees as well as representatives from other state agencies, the Smog Check industry, and the motoring public primarily related to vehicle emissions, vehicle component and programming configuration, aftermarket and retrofit parts and programming, various BAR, DMV and CARB programs, laws, and regulations.

F. Actions and Consequences

Failure to provide accurate counsel and make correct decisions regarding Referee inspections and emission requirements would result in a loss of integrity and credibility for the Department and jeopardize BAR's efforts to accomplish their mission to improve air quality while protecting the consumer.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting, with artificial light and temperature. The ability to use a personal computer and telephone are essential. The position requires reaching, bending and stooping to retrieve files; walking, sometimes outdoors in inclement weather; occasional light lifting up to 45 lbs. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

Environmental Conditions

The incumbent work will work both indoors and outdoors, depending on the situation the incumbent is involved in at any given time. While indoors, the temperature and humidity are reasonably controlled, but while outdoors, the incumbent is exposed to climatic conditions. While driving, the incumbent is exposed to dust and fumes. There is a reasonable expectation the incumbent may come in contact with potentially hazardous materials or chemicals.

H. Other Information

This position requires occasional statewide travel related to examination development and validation and school inspections. Incumbent must possess: good work habits, excellent knowledge of automotive technology, excellent communication skills, current automotive training, good computer skills, good judgment in decision-making, and the ability to: exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, work cooperatively with others as a member of the team, the willingness to be responsive to management needs in a timely fashion. Knowledge and proficiency in the use of Excel and Word are required. A valid California driver's license is required. Occasional overnight travel may be required. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

In all Job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

This position is subject to the Incompatible Work Activity (IWA) Policy of the Department of Consumer Affairs. Unless previously disclosed and resolved, any participation and/or ownership related to an Automotive Repair Dealer, and possession of any Bureau of Automotive Repair license, must be disclosed and resolved pursuant to the IWA policy.

CONFLICT OF INTEREST (COI)

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

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Employee Signature

Date

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Printed Name

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

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Supervisor Signature

Date

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Printed Name

**New: 05/2024**