

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 5/04)

Classification Title	Board/Bureau/Division
Program Representative I	Bureau of Automotive Repair (BAR)
Working Title	Office/Unit/Section / Geographic Location
Audits and Roadsides Inspector	Audits/Inspections Branch/ Roadsides Unit/Sacramento
Position Number	Effective Date
646-121-6840-032	

General Statement: Under the general supervision of the Program Representative III (Supervisor), the Program Representative I (PR I), performs the full range of duties enforcing the laws and regulations of the Automotive Repair Act and the Vehicle Inspection and Maintenance Program. The PR I is a member of the Audits and Inspections Branch and is responsible for conducting roadside emission inspections, performing analyzer gas audits, and inspecting government and business fleet activities. The PR I will be required to travel frequently, with overnight stays throughout California. Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]

70% Roadside Emission Inspections (E)

Perform roadside emission inspections on consumers' vehicles with the assistance of the California Highway Patrol (CHP) and other state agencies in order to obtain a "real world" profile of emissions from the State's cars and trucks. (40%)

Provide the Vehicle Inspection Report (VIR) generated by the analyzer after the inspection to consumers and effectively discuss the results of the VIR, the Roadsides Program, the Smog Check Program and their components with consumers. (15%)

Set-up and breakdown roadside test equipment properly and safely. Follow prescribed roadside inspection procedures, ensure test equipment and vehicles are cleaned and functioning properly to minimize equipment failure. (15%)

10% Analyzer Gas Audits (E)

Perform site inspections of registered Automotive Repair Dealers (ARD), Smog Check stations, and consult with licensed technicians to ensure compliance with the provisions of the Automotive Repair Act, laws and regulations, which include, inspecting and validating the operational capabilities of required diagnostic and repair test equipment. Perform calibration audits on Emission Inspection Systems (EIS).

10% Driving (E)

Drive state cars, trucks, trucks with towing test equipment trailers or arrow board trailers, to roadside test sites, government/business fleet facilities, and licensed Smog Check stations.

5% Fleet Inspections (E)

Inspect government and business fleet facilities, records, and vehicles to determine program compliance and complete station inspection reports for review by the Program

Representative III (Supervisor). Review VIRs and field activity reports to ensure compliance with inspection and certification requirements. Prepare written enforcement action recommendations to address non-compliance. Test and inspect vehicle emission control systems. Provide technical expertise to BAR Headquarters staff, field office personnel, and government/business fleet owners regarding licensing, inspection, and reporting requirements.

5% Miscellaneous (M)

Evaluate program effectiveness and recommend appropriate changes to ensure compliance with statutes and regulations. Assist in the continuous development and improvement of the Roadsides Testing Program, Smog Check station, and government/business fleet facility auditing processes and procedures. Assist with Roadsides site selections. Assist in the design, development, implementation, and gathering of special test project data. Attend training courses and staff meetings and perform other duties as required.

B. Supervision Received

The PR I reports directly to, and receives the majority of assignments from, the Program Representative III (Supervisor); however, direction and assignments may come from the Program Manager II or Deputy Chief.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The PR I has daily contact with Automotive Repair Dealers, licensed Smog Check stations and technicians, various state and county agency representatives, other BAR and DCA employees, the California Highway Patrol, the public, and occasionally with the media.

F. Actions and Consequences

Failure to complete assigned work in a timely and efficient manner may have a negative impact on consumers or licensees. Failure to properly plan, organize, set up and tear down the roadside test lanes, properly perform roadside inspections, station audits, or follow program policies and procedures can result in BAR failing to meet federal mandates. Failure to effectively communicate with the public and secure the cooperation of motorists may have a negative impact on the program. Failure to safely set up and breakdown the Roadsides equipment or follow inspection procedures, may result in unsafe working conditions. It may also compromise BAR's integrity and its mission to protect consumers.

G. Functional Requirements

The incumbent works 40 hours a week in a field setting primarily performing roadside inspections. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements in the field are consistent with office work. In addition, the incumbent will spend approximately 85% of time per week in the field, which includes standing, sitting/driving and walking. Driving is an essential function of this position.

Physical Demands:

In a 8-hour work shift, an employee will routinely:

Stand/Walk	Frequently
Sit	Frequently
Drive	Frequently
Bend/Stoop	Frequently
Squat/Crouch	Frequently
Crawl	Occasionally
Reach/Stretch	Frequently
Balance	Frequently
Push/Pull	Frequently
Carry	Frequently
Lift	Frequently
Kneel	Occasionally
Twist	Frequently
Foot Movement	Occasionally, the employee will use repetitive foot movements when driving a vehicle.
Hand Manipulation	The employee uses hands respectively for fine manipulating motor skills and firm grasping with all joints and digits for writing or typing reports.
Occasionally =	1-33% of workday
Frequently =	34-66% of workday
Continuously =	67-100% of workday

Using a state vehicle, the incumbent travels to various automotive repair facilities, government/business fleet agencies or a roadside inspection location. This position requires occasional heavy lifting when replacing gas audit bottles or loading and unloading roadside equipment. The incumbent must be able to stand, stoop, and bend for extended periods of time. Safety equipment must be worn at all times when performing roadside duties. The incumbent must have keyboard skills and ability to read a monitor from a distance in sunlight. The incumbent may also work in a laboratory environment under extreme temperatures, and use emission inspection systems, computerized test equipment, tools, and other machinery.

Environmental Conditions:

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

H. Other Information

The PR I routinely works with sensitive and confidential issues and/or materials, and is expected to maintain the privacy and confidentiality of documents and topics pertaining to sensitive investigative matters at all times. The PR I must be able to travel throughout an assigned geographic area. Regular, consistent and timely attendance is required. In addition, the PR I must have the ability to work cooperatively with others and to exhibit courteous behavior toward coworkers and the public at all times. The PR I must have the ability to work under changing priorities and deadlines, the ability to look and act in a professional manner, and communicate effectively. Knowledge and proficiency in the use of Microsoft Word is required. Knowledge and proficiency in the use of Excel is desired.

The possession of a valid driver's license and good driving record are required. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

This position is subject to the Incompatible Work Activity (IWA) Policy of the Department of Consumer Affairs. Unless previously disclosed and resolved, and 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.

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.)

Employee Signature

Date

Printed Name

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

Supervisor Signature

Date

Printed Name

Revised: 1/2019