

**Department of Consumer Affairs**

## Position Duty Statement

HR-041 (Revised 9/2019)

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<b>Classification Title</b>	<b>Board/Bureau/Division</b>
Automotive Program Representative	Bureau of Automotive Repair (BAR)
<b>Working Title</b>	<b>Office/Unit/Section / Geographic Location</b>
Audits and Roadsides Inspector	Audits and Inspections Branch/Northern Roadsides/Sacramento Roadsides/Rancho Cordova
<b>Position Number</b>	<b>Effective Date</b>
646-121-6840-033	

General Statement: Under the general supervision of the Automotive Program (AP) Supervisor I, the Automotive Program Representative (APR) performs the full range of duties enforcing the laws and regulations of the Automotive Repair Act (ARA) and the Vehicle Inspection and Maintenance Program. The incumbent is a member of the Audits and Inspections Branch and is responsible for conducting roadside emissions surveys, performing analyzer gas audits, and monitoring and providing statewide field support for roadsides operations, statewide audits, and government and business fleet inspections. The incumbent will be required to travel frequently, with overnight stays throughout California.

Assignments may vary in complexity and responsibility appropriate to the incumbent's range level within the classification. Incumbents are expected to perform duties with increasing independence, complexity, and higher consequence of error.

Duties include, but are not limited to, the following:

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

**70% Roadside Emissions Survey (E)**

On a rotational basis, and part of a Roadside team, the incumbent will act in a lead capacity and direct operations in order to:

Perform roadside emissions surveys on consumers' vehicles with the assistance of the California Highway Patrol (CHP) and other state or local agencies in order to obtain a "real world" profile of emissions from vehicles operating on California roadways. Provide the Vehicle Inspection Report (VIR) generated by the analyzer after the survey to consumers and effectively discuss the results of the VIR, the Roadsides Emissions Survey Program, the Smog Check Program and their components with consumers. Set-up and breakdown roadside test equipment properly and safely. Follow prescribed roadside procedures, ensure test equipment and vehicles are cleaned and functioning properly to minimize equipment failure. Assist and train new team members to ensure the survey lane is safe for the team, the motoring public entering or passing the work zone, motorists awaiting their vehicle, and pedestrians near or adjacent to the work zone. Train new team members on the safe driving of the Roadsides vehicles and trailers which transport the Roadside equipment daily. Ensure that the work zone has been set-up following the required cone pattern, signage, and flashing arrow sign board placement as required by each county/city ordinance. (50%)

Operate and maintain the test equipment, support vehicles, portable generators, and other pieces of support equipment to provide for preventative maintenance inspections, periodic maintenance and repairs, when necessary, for on-going testing and safe operations. Provide timely responses to equipment breakdowns, or consumer vehicle problems that need urgent attention during Roadside emissions surveys. Oversee and assist with the safe transportation, set-up, calibration, and operation of Roadside equipment as well as the breakdown of the roadside work zone and equipment. This includes ensuring the equipment and vehicles are cleaned and functioning properly to minimize equipment failure. Provide responses to questions

about the Smog Check program from motorists and the media. May perform, assist with, and/or review the actions of APR team members regarding site searches for new roadside survey locations. Assist management to provide a safe and healthy working environment in the Audits and Inspections Branch areas and perform other Roadside support functions as needed. (20%)

**15% Analyzer Gas Audits (E)**

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

Inspect and validate the operational capabilities of all required equipment, and tools. Generate reports documenting findings and recommend enforcement action when necessary.

May handle the more complex site inspections, disciplinary actions, or investigations independently, including joint efforts with other law enforcement agencies. May be assigned to train or assist staff on inspection and investigation procedures.

**10% Driving (E)**

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

**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 Roadside Emissions Survey Program, Smog Check station, and government/business fleet facility auditing processes and procedures. Assist with Roadside 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 incumbent reports directly to, and receives the majority of assignments from, the AP Supervisor I; however, direction and assignments may come from the AP Supervisor II or AP Manager.

**C. Supervision Exercised**

NONE

**D. Administrative Responsibility**

NONE

**E. Personal Contacts**

The incumbent has daily contact with various public agency representatives and employees, Automotive Repair Dealers, licensed Smog Check stations and technicians, facilities seeking to obtain licensure/certification, and other BAR and Department of Consumer Affairs (DCA) employees

**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 survey lanes, properly perform roadside surveys, 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 Roadside equipment or follow surveying

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 the field primarily performing roadside surveys and performing Smog Check station 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 daily 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 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 incumbent 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 may be 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 incumbent routinely handles sensitive and confidential material and must maintain strict confidentiality. Regular and consistent attendance, punctuality, professionalism, and cooperative

behavior with coworkers and the public are essential. The incumbent must demonstrate flexibility under changing priorities and deadlines. Travel throughout an assigned geographical area is required by various methods of transportation.

- Knowledge and proficiency in Microsoft Word is required; Excel is desired.
- Effective verbal and written communication is essential.
- A valid California driver's license is required.
- Occasional overnight travel may be required.

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 DCA. Unless previously disclosed and resolved, any participation and/or ownership related to an Automotive Repair Dealer or BAR Certified Institution, and possession of any Bureau of Automotive Repair license/certification, 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.)

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Employee Signature

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Date

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Printed Name

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

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Supervisor Signature

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Date

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Printed Name

**Revised: 08/2025**