

Department of Consumer Affairs

Position Duty Statement

HR-041 (Revised 9/2019)

Page 1 of 3

Classification Title	Board/Bureau/Division
Associate Governmental Program Analyst	Bureau of Automotive Repair (BAR)
Working Title	Office/Unit/Section/Geographic Location
Fleet Audits Analyst	Audits and Inspections Branch/Statewide Audits/Fleet Audits/Rancho Cordova
Position Number	Name and Effective Date
646-121-5393-XXX	

General Statement: Under the direction of the Automotive Program (AP) Supervisor I, the Associate Governmental Program Analyst (AGPA) is responsible for a wide variety of complex technical analytical assignments related to the Audits and Inspections Branch (AIB), which includes three statewide programs; Roadsides, Gas Audits, and the Fleet Audits Program. The AGPA will act as a lead analyst to provide research and analysis for the statewide Gas Audits and Fleet Audits programs and perform miscellaneous support services to AIB. The AGPA may be required to occasionally travel throughout California. Duties include, but are not limited to:

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

50% Program Evaluation Planning and Administration (E)

Independently plan, organize and develop program analysis, studies and strategies to support the Fleet Audits, Gas Audits and Roadsides Units; evaluate system reports using BAR specific programs such as NGET Environment (FINE), Automotive Repair Dealer Inspections System (ARDIS), Emissions Test Management Information System (ETMIS), and inspection reports, office conference reports and enforcement reports to identify trends and patterns; develop options, policy statements and operational guidelines and procedures on a broad range of governmental and managerial problems; prepare monthly and annual reports (30%).

Maintain and update complex datasets in FINE, ARDIS, and ETMIS to ensure the operational efficiency of the programs. Assist the AP Supervisor I in assigning fleet audits, inspections, conferences and enforcement notices to staff for field activities, or other program administrative work products; distribute program or administrative assignments; independently handle the more complex matters requiring an interpretation to laws and regulations or operating guidelines; communicate with other BAR units to accomplish assignments such as statewide field offices, Licensing, Personnel and Business Services Unit (20%).

40% Program Support (E)

Answer statewide telephone calls and emails needing the more complex and technical assistance regarding the government/business fleet and gas audit transactions; provide technical expertise to BAR Headquarters staff, field office personnel, and government/business fleets or Smog Check stations and technicians regarding licensing, inspection and reporting requirements.

Independently perform desk audits of government agency registration exempt vehicles within a defined geographic area to determine compliance with applicable laws and regulations. Recommend additional enforcement actions to management when appropriate.

Review, assess, evaluate, document, and make recommendations to management on changing operational manual guidelines. Regularly meet with AIB management to identify changes and improvements to existing operational desk manual guidelines and ensure they are aligned with Department policies, program developments, best practices, and safety practices. Write and maintain internal procedures.

10% Miscellaneous (M)

Provide miscellaneous support services to AIB; gather and submit various end-of-month reports to the appropriate unit, such as timesheets, mileage and maintenance logs; review reports to ensure documents are complete and accurate and make necessary changes; monitor AIB contracts and expenditures; and prepare complex purchase orders for specialized and technical equipment needs.

B. Supervision Received

The incumbent is under direction from the AP Supervisor I; but may also receive direction from the AP Supervisor II or AP Manager.

C. Supervision Exercised

NONE

D. Administrative Responsibility

NONE

E. Personal Contacts

The incumbent has contact with all levels of BAR and Departmental employees, representatives from other state and federal agencies, government fleet agencies, Smog Check stations, consumers, and interested stakeholders.

F. Actions and Consequences

Failure to correctly review, analyze or effectively communicate to internal and external organizations could result in BAR not fulfilling its responsibilities under the fleet audits, gas audits, or Continuous Testing Program (CTP)/ Remote On-Board Diagnostic (ROBD) statutes and regulations.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. This position requires remaining stationary at a workstation throughout the day and must occasionally position self to perform a variety of tasks including occasional light lifting up to 25 pounds, traversing through the office or the other work sites as needed. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

H. Other Information

The incumbent is occasionally expected to travel throughout an assigned geographical area by various methods of transportation, to attend meetings or provide consultation. Incumbent must possess excellent communication skills, use good judgment in decision-making, exercise flexibility in problem identification and resolution, manage time and resources effectively and be responsive to BAR management needs. This position requires good work ethics, analytical skills, problem-solving skills, organizational skills, interpersonal skills, maturity, tact, and diplomacy. The incumbent is expected to have a strong working knowledge of the functions and features of the Microsoft Suite of applications, including Word, Excel, and PowerPoint.

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.

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

Supervisor Signature

Date

Printed Name

New: 11/2025