

Classification Title	Board/Bureau/Division
Automotive Program Supervisor II	Bureau of Automotive Repair (BAR)
Working Title	Office/Unit/Section/Geographic Location
FDP Automotive Program Supervisor II	Forensic Documentation Program (FDP) / Statewide
Position Number	Name and Effective Date
646-170-6842-001	

General Statement: Under the general direction of the Automotive Program Manager (PM), the Automotive Program Supervisor II (AP Sup II) is responsible for the management and oversight of the daily operations of the Forensic Documentation Laboratories statewide within the Bureau of Automotive Repair's Forensic Documentation Program (FDP). The AP Sup II reviews undercover vehicle documentation evidence and formulates and recommends changes to BAR Policy. Duties include, but are not limited to, the following:

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

55% Manage and provide oversight (E)

Plan, organize, direct, review, and evaluate work and staff of the Forensic Documentation Laboratories statewide. (35%)

Review, evaluate, and approve statewide undercover vehicle documentation, statewide evidence and chain of custody techniques. (10%)

Consult with other BAR managers to coordinate Forensic Documentation Laboratories functions that may impact other BAR programs. (10%)

35% Technical consultation (E)

Provide technical consultation to the PM on FDP activities. Provide technical and program consultation to management involving the administration, development and enforcement of standards and guidelines relating to the FDP.

Make recommendations for changes to the BAR Policy and Procedure Manual that pertain to the FDP. Assist in the formulation of Bureau policy and in the development and maintenance of standards and guidelines, as well as implementation of the strategic plan.

Coordinate the evaluation of proposed legislation affecting the FDP. Review evaluations and make recommendations to management.

Administer, coordinate and evaluate the Bureau's fictitious and covert vehicle registration program.

5% Direct the Forensic Documentation Program SharePoint Site (E)

Direct the development and maintenance of the FDP SharePoint site to ensure all necessary content is available for use by staff. Including, but not limited to: Injury and Illness Prevention Program, Discovery search, tool and equipment inventory, forms, and guidelines.

5% Liaison for other agencies (M)

Act as the liaison with other state and nationwide law enforcement and consumer protection agencies regarding undercover vehicle documentation techniques.

B. Supervision Received

The AP Sup II receives general direction from the FDP Automotive Program Manager.

C. Supervision Exercised

The AP Sup II directly supervises the activities of Automotive Program Supervisor I's and indirectly supervises Automotive Program Representative's, and analytical staff.

D. Administrative Responsibility

The incumbent is responsible for managing the staff and fiscal resources of the FDP for the statewide labs.

E. Personal Contacts

The incumbent has daily contact with BAR management and staff and frequent contact with the BAR Chief and Deputy Chiefs, as well as various state and local law enforcement agencies. The incumbent will have occasional contact with the Department's Legal office, control agencies, and other state agencies.

F. Actions and Consequences

Failure to properly oversee the statewide FDP labs could result in poor or unacceptable services that would adversely affect the Bureau's ability to meet its goals and objectives. Failure to properly provide quality control reviews could result in the loss of administrative cases. Ineffective program management could result in delays in investigations and/or outcomes not meeting critical deadlines. Failure to properly perform the duties could result in incomplete and/or inaccurate information to management, the Director, and other interested parties. Thus, creating loss of integrity to the Department, loss of integrity to the statewide prosecution system including District Attorneys and Attorney Generals, loss of integrity to the automotive repair industry, loss of disciplinary actions, potential negative impact to consumers, and the inability to meet the Bureau's mission, vision, and goals to protect the consumer.

G. Functional Requirements

The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year and may be required to work specified hours based on the needs of the office, with artificial lighting and temperature control. Daily access to and use of the personal computer, including computer programs (such as, but not limited to Access, Excel, Outlook, PowerPoint, SharePoint, etc.) and/or program databases. The incumbent may occasionally be expected to work out in the field in varied weather conditions. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

H. Other Information

The incumbent must be able to analyze data and reach sound conclusions; analyze situations and take effective action; work cooperatively with others; prepare clear, complete, and technically accurate reports. Incumbent must possess knowledge of BAR organization and functional operations, analytical techniques and tools. Proficiency in using a personal computer, including various software packages such as Word and Excel. Meet deadlines while handling multiple tasks with varying timeframes. The incumbent must have the ability to work with a wide range of individuals in a tactful and courteous manner and use good judgement. The incumbent must possess the ability to efficiently and effectively communicate verbally and in writing with staff and maintain confidentiality and discretion due to the sensitivity of executive staff requests and documents handled. In addition, the incumbent must have knowledge of the provisions of the Automotive Repair Act and the Vehicle Inspection and Maintenance Program; industry standards for diagnosis and repair of automobiles; tools, equipment, and methods used in the repair, adjustment, and servicing of automobiles; and laws and regulations applicable to motor vehicle emission control.

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 equitable services, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Conflict of Interest

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.

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.

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

Revised: 01/2026