

Classification Title	Board/Bureau/Division
Automotive Program Supervisor I	Bureau of Automotive Repair (BAR)
Working Title	Office/Unit/Section / Geographic Location
Forensic Documentation Supervisor	Forensic Documentation Program/Sacramento
Position Number	Name and Effective Date
646-171-6824-001	

General Statement: Under the general direction of the Automotive Program Supervisor II, the Automotive Program Supervisor I supervises a Forensic Documentation Lab that provides BAR Enforcement staff with documented state undercover vehicles and forensic vehicle repair analysis services. Duties include, but are not limited to the following:

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

70% (E) Administration/Supervision

Plan, organize, direct, and evaluate work and staff assigned to a Forensic Documentation Program (FDP) Lab. (30%)

Oversee the development of procedures for staff to effectively perform program operations. (20%)

Assures Lab equipment needs are met, general maintenance, lab safety requirements, and the proper handling/disposal of hazardous waste (5%)

Assess and implement needed training. (5%)

Assess personnel performance and prepare Probation Reports and Individual Development Reports. (5%)

Measure customer satisfaction and work quality through interactive verbal communications with our client programs, coordinate the implementation of processes, which effectively contribute to FDP's statewide performance goals and objectives relating to customer satisfaction, work quality, job order cycle times, productivity and efficiency. (5%)

15% (E) Documentation Review

Review documentation packages produced by Automotive Program Representatives for clarity, accuracy, technical merit, and ensuring that the intended purposes are met. These packages may include declarations, documentation reports, photos, and/or system analyzer printouts.

10% (E) Undercover Activities

Coordinate documented lab undercover runs with BAR field enforcement managers and other state, county and federal agencies, to satisfy field investigative needs and coordinates the inspection of non-bureau vehicles in order to prove or disprove fraudulent activity.

5% (M) Attend Meetings, Presentations, and Training Sessions

Attend and participate in staff meetings, presentations, and training sessions.

B. Supervision Received

The incumbent receives general direction from the Automotive Program Supervisor II.

C. Supervision Exercised

The Automotive Program Supervisor I supervises subordinate technical and analytical staff.

D. Administrative Responsibility

The incumbent is responsible for managing the staff and fiscal resources of the office.

E. Personal Contacts

Frequent contact with departmental employees at various levels, various outside state and local law enforcement agencies, regarding BAR Forensic Documentation Labs.

F. Actions and Consequences

High consequence to the Department if errors are committed, loss of integrity to the Department, 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 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 employee is exposed to dust and fumes. The incumbent may occasionally be exposed to toxic materials. There is a reasonable expectation of contact with potentially hazardous materials and/or chemicals. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work.

H. Other Information

The incumbent must possess a valid California Driver License and should maintain a class A commercial vehicle operator's license in order to drive the Forensic Documentation Program's transporters, as needed, and to instruct staff preparing for commercial driving certification. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation. Occasional overnight travel may be required. Must submit to random drug testing for controlled substances and alcohol as required by State and Federal drug and alcohol testing regulations. Must have the ability to work cooperatively with others, work efficiently, report to work on time, maintain consistent, regular attendance, work under changing priorities or deadlines, look and act in a professional manner, exhibit courteous behavior towards coworkers at all times. Incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to BAR management needs. 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 business needs of the office.

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 Department of Consumer Affairs. Unless previously disclosed and resolved, any participation and/or ownership related to an Automotive Repair Dealership, 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.)

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

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