

Classification Title Automotive Program Specialist	Board/Bureau/Division Bureau of Automotive Repair (BAR)
Working Title Training and Development Specialist	Office/Unit/Section / Geographic Location Forensic Documentation Program (FDP) / Technical Training Program / Statewide Operations
Position Number 646-170-7913-XXX	Name and Effective Date

General Statement: Under the general direction of the Automotive Program Supervisor II, the Automotive Program Specialist (APS) develops and administers BAR's statewide Technical Training Program (TTP). The APS provides instruction and BAR specific training classes for BAR staff and outside agencies. In addition, the APS performs data collection development and analysis and acts a liaison to outside agencies. Duties include, but are not limited, to the following:

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

50% Conduct Statewide Training (E)

Administer the statewide training program for all BAR staff and outside agencies. Provide instruction and BAR specific training classes using a knowledge of complaint investigation, formal investigation, vehicle documentation, and automotive technology to keep Division staff informed and updated regarding the Smog Check Program, the Vehicle Safety System Inspection Program, evidence gathering techniques, court testimony, and policies and procedures in order to ensure effective enforcement of laws and regulations pertaining to the Automotive Repair Act and the mandatory Vehicle Inspection and Maintenance Program. Training classes include, but are not limited to, Smog Check Repair Technician Update, Automotive Program Representative Training Academy, Technical Report Writing, Mediator Techniques, Court Preparation and Testimony Skills, BAR Laws and Regulations, and technical automotive specialty courses. (35%)

Conduct training to other DCA boards/bureaus and outside agencies including the Department of Justice (DOJ), the California Highway Patrol (CHP), and various other law enforcement agencies statewide. Provide Deputy Attorney General (DAG) training and Vehicle Racing/Sideshow Modified Vehicle Enforcement Training. (10%)

Set up training rooms, vehicles, and assemblies for hands-on lab exercises in order to create a learning environment focused on advanced levels of specialized training curriculums. Transport training vehicles and equipment to various offsite locations statewide. (5%)

35% Develop Training Program (E)

Develop curriculum for the statewide training program by creating new courses and substantially redeveloping existing courses on an ongoing basis. Create and assemble manuals for training courses.

Build and maintain partnerships with outside vendors and other governmental programs. Consult with vendors and programs to share information and gain knowledge of technical subjects and training techniques that may be considered for implementation. Research and gather information from various entities and technical sources to stay current with industry standards and technology.

Prepare documented vehicles and assemblies for hands-on lab exercises and coordinate other training related activities as required.

5% Data Collection Development and Analysis (E)

Develop statewide surveys to collect feedback, gauge satisfaction, identify areas for improvement, and gather insights and opinions. Analyze course survey data to improve curriculum and staff development. Collect and analyze test scores to adjust course delivery and enhance student comprehension. Collect and analyze staff training data to optimize scheduling timeframes.

5% Liaison to Outside Agencies (E)

Develop and maintain partnership with the DOJ, CHP, the Office of Traffic Safety, and local law enforcement, including Police and Sheriff's Departments, to determine the need, scope, and scheduling of training provided by the TTP statewide. Collaborate with law enforcement agencies and teach them about modified emission control systems. Assist with specialized projects and provide hands-on support to law enforcement agencies regarding vehicles cited for illegally modified emission control systems and during street racing and sideshow enforcement operations. Coordinate and schedule other training related activities as required.

5% Technical Resource for BAR Program Staff (E)

Serve as a lead technical resource person for field automotive representatives, lab automotive representatives, and support staff regarding policies and procedures, laws and regulations, automotive technology, investigative techniques, and class scheduling.

B. Supervision Received

The incumbent is under the general supervision from the Automotive Program Supervisor II.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent has frequent contact with departmental employees at various levels regarding training.

F. Actions and Consequences

There are high consequences to the Department if errors are committed; potential negative impact to consumers and the loss of integrity to the Department when laws are interpreted incorrectly. Incorrect interpretation of laws leads to misinformation distributed during training, consequently impeding BAR's ability to meet its mission, vision, and goals of consumer protection.

G. Functional Requirements

Specific physical requirements are present: the incumbent works 40 hours per week in various locations throughout the state in office, lab, outdoor and training room settings, with and without artificial light and temperature control. Daily access to and use of a personal computer, multimedia presentation equipment and telephone are essential. Sitting, standing, and occasional driving are functional requirements of the job. Providing lengthy presentations in front of groups of people and providing hands-on instruction in a lab environment are required.

H. Other Information

The incumbent must possess a valid California Driver License; it is also expected that the incumbent should attain and maintain a class B commercial vehicle operator's license. It is reasonably expected that incumbent will utilize their commercial vehicle operator's license within the scope of several Forensic Documentation Program's duties including, but not

limited to; transport of documented vehicles throughout the state and assisting in behind the wheel training for staff's commercial driving certification. The incumbent is expected to travel when necessary to conduct training. The incumbent is required to travel throughout California by various methods of transportation. The incumbent must possess good communication skills. This position 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. Must submit to random drug testing for controlled substances and alcohol as required by State and Federal drug and alcohol testing regulations. Required knowledge of: 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 automotive pollution control systems. An in-depth knowledge of automotive technology, the principles of team leadership, vehicle documentation, formal investigations, policy development, performance measurement, the principles and techniques of strategic planning, and the administrative discipline and civil and criminal adjudication processes is required. The ability to interpret current manufacturer's specifications, analyze cause of equipment failure or excessive wear, determine the necessity for replacing as opposed to repairing equipment, and act as an expert witness. The incumbent must also have the ability to interpret and apply regulations and provide technical information in a meaningful manner to persons of varying backgrounds in the course of the work, and lead a technical team or quality improvement team and contribute suggestions for process improvement. The incumbent must demonstrate professional grooming and dress habits appropriate for representing the State of California with the public and industry. Proficiency in the use of Excel and Word is 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 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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