

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Motor Carrier Safety Unit / 714		DIVISION Coastal			
CIVIL SERVICE CLASSIFICATION TITLE Motor Carrier Specialist I		BARGAINING UNIT R07	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-701-3930-011		CURRENT DATE 08/05/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☒ YES ☐ NO	CONFIDENTIAL DESIGNATION ☐ YES ☒ NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY			
		APPROVED BY			DATE

FUNCTION OF POSITION

Under the general supervision of the Motor Carrier Specialist II, the Motor Carrier Specialist I is responsible for performing carrier, terminal, and vehicle inspections to determine and foster compliance with California and Federal requirements for the Coastal Division Motor Carrier Safety Unit.

SUPERVISION RECEIVED

The Motor Carrier Specialist I reports directly to and receives the majority of their assignments from the Motor Carrier Specialist II. However, direction and assignments may also come from the Motor Carrier Specialist III , Captain, and/or Area Lt. or Sergeants.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Accuracy, adaptability, carefulness, concentration, cooperation, courage, courtesy, dedication, emotional control, enthusiasm, honesty, initiative, integrity, leadership, maturity, persuasiveness, positive attitude, productivity, professional ethics, punctuality, reliability, respectfulness, self-discipline, tactfulness, thoroughness, tolerance for unpleasant working conditions (e.g., noise, confined spaces, weather extremes), willingness to prepare paperwork, and willingness to travel throughout the State.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

55%

Conducts and documents inspections of motor carrier terminal operations, complaint investigations, and other related inspections in accordance with departmental policy and guidelines set forth in HPM 84.1, Motor Carrier Safety Operations, to determine compliance with applicable laws and regulations primarily contained in the California Vehicle Code; Title 13, California Code of Regulation; Health and Safety Code; Public Utilities Code; and Title 49, Code of Federal Regulations. This includes, but is not limited to the following:

1. Completing in-depth inspections of commercial motor vehicles at terminal locations to determine compliance with state and federal requirements to maintain vehicles in safe and proper operating condition;
2. Auditing driver records to determine compliance with drivers' records of duty status, utilizes the Department of Motor Vehicles Pull Notice Program, drivers' medical certificates, training records, drivers' qualification files, and special certificates and/or endorsements for specific vehicle types;
3. Conducting in-depth inspections at terminal locations to determine compliance with applicable state and federal laws and regulations relative to required vehicle maintenance programs.
4. When applicable, inspecting for compliance with state and federal hazardous materials transportation and shipping requirements.

10%

Conducts and documents carrier inspections at the principle place of business of motor carriers, complaint investigations, and other related inspections in accordance with departmental policy and guidelines set forth in HPM 84.1, Motor Carrier Safety Operations, to determine compliance with applicable laws and regulations primarily contained in the California Vehicle Code; Title 13, California Code of Regulation; Health and Safety Code; Public Utilities Code; and Title 49, Code of Federal Regulations. This includes, but is not limited to the following:

1. Conducting and documenting in-depth inspection of carrier's Controlled Substance and Alcohol Testing programs;
2. Investigation of complaints against motor carriers.

10%

Operates state vehicles for statewide travel as necessary; primarily traveling to and from carrier/terminal locations within the assigned Division.

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Motor Carrier Specialist I

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10%	Plans and schedules inspection activities.
5%	Assists in on-highway truck and bus inspection activities. Performs the duties of a Motor Carrier Specialist Training Officer. Provides commercial assistance to Area Commanders and Commercial resource person at Division or Area Offices. Prepares and delivers oral presentations at safety seminars before associations, carriers, and the transportation industry.
5%	Conducts detailed mechanical inspections of vehicles involved in collisions and prepares in-depth report of findings. Testifies as an expert witness in proceedings before the courts or transportation regulatory agencies regarding the applicability and compliance with state and federal motor carrier safety laws and regulations. Prepares in-depth comprehensive written reports which may be used in the filing of criminal and/or civil complaints against motor carriers.
<u>Non-Essential Functions</u>	
5%	Perform other duties within the scope of the classification, as assigned.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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