

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Motor Carrier Safety Unit		DIVISION Southern			
CIVIL SERVICE CLASSIFICATION TITLE Motor Carrier Specialist I		BARGAINING UNIT R07	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-501-3930-XXX		CURRENT DATE 03/23/2026			
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 (MCS), the Motor Carrier Specialist I is responsible for inspecting motor carriers for compliance with statutory laws and regulations for the Southern Division Motor Carrier Safety Unit.

SUPERVISION RECEIVED

The Motor Carrier Specialist I reports directly to and receives the majority of their assignments from the MCS-II. However, direction and assignments may also come from the MCS-III.

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

- | | |
|-----|---|
| 45% | Conducts motor carrier terminal, vehicle, complaint investigation, and other related inspections, in accordance with departmental policy and guidelines set forth in HPM 84.1, Motor Carrier Safety Operations (MCSO), to determine compliance with applicable laws and regulations contained in the California Vehicle Code (CVC); Title 13, California Code of Regulation (13CCR); Health and Safety Code (HSC); and Title 49, Code of Federal Regulations (49CFR). This includes, but is not limited to the following:

Conducts in-depth inspections of commercial motor vehicles and trailers at terminal locations to determine compliance with state and federal requirements to maintain vehicles in safe and proper operating condition;

Conducts in-depth inspections at terminal locations to determine compliance with applicable state and federal laws and regulations relative to required vehicle maintenance programs;

Audits driver records to determine compliance with drivers' records of duty status, Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program, drivers' medical certificates, training records, drivers' qualification files, and special certificates and/or endorsements for specific types of property or passenger transportation;

When applicable, inspecting for compliance with state and federal hazardous materials transportation and shipping requirements. |
| 15% | Conducts in-depth inspections of records to determine compliance with mandated federal controlled substances and alcohol testing requirements of commercial drivers. |
| 15% | Plans and schedules inspection activities to ensure completion of all mandated programs. |

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Motor Carrier Specialist I

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388-501-3930-XXX

10%	Operates an assigned state vehicle, travel throughout an assigned division as necessary; primarily traveling to and from carrier/terminal locations.
5%	Assists in on-highway truck and bus inspection activities. Conducts detailed mechanical inspections of vehicles involved in collisions and prepare in-depth report of findings. Prepares comprehensive written reports which may be used in the filing of criminal and/or civil complaints against motor carriers. 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.
5%	Prepares and makes oral presentations at safety seminars before associations, carriers, and the transportation industry. Provide commercial assistance to Area Commanders. Performs the duties of a Motor Carrier Specialist Training Officer (MCSTO).
<u>Non-Essential Functions</u>	
5%	Performs other job-related 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
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