

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Golden Gate Division/Motor Carrier Safety Unit		DIVISION Golden Gate Division		
CIVIL SERVICE CLASSIFICATION TITLE Motor Carrier Specialist I		BARGAINING UNIT R07	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-301-3930-XXX		CURRENT DATE 07/10/2025		
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 checking compliance with the California Highway Patrol (CHP) administrative regulations and provisions of the Vehicle Code (VC) for the 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 (MCS II). However, direction and assignments may also come from the Motor Carrier Specialist III (MCS III).

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Be able to work in inclement weather, use basic tools and safety equipment (i.e. bus ramps weighing approximately 75 pounds), and maintain sufficient physical ability and dexterity to allow proper inspection of vehicles and cargo tanks. Excellent attendance, punctuality and dependability. Excellent interpersonal skills. Good computer skills. Tactful and professional communication, and telephone skills. Ability to maintain confidentiality.

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

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| 45% | Travel to and from carrier/terminal locations. Conduct motor carrier terminal, vehicle, and other 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 contained in the California Vehicle Code; Title 13, California Code of Regulation; Health and Safety Code; and Title 49, Code of Federal Regulations. This includes, but is not limited to the following: Auditing carriers' maintenance programs for compliance with laws and regulations. Auditing driver records to determine compliance with driving hours, DMV Pull Notice Program, drivers' medical certificates, training records, drivers' qualification files, and special certificates for drivers transporting various commodities. Inspecting carriers' vehicles to determine the carriers' ability to adequately maintain their vehicles in safe operating condition. Inspecting carriers for compliance with hazardous materials regulations. |
| 25% | Conduct in-depth controlled substances and alcohol testing inspections of carrier facilities to determine compliance with California Vehicle Code Section 34520 and Title 49, Code of Federal Regulations, Parts 40, 382, 653, and 654, as set forth in HPM 84.1, Motor Carrier Safety operations. |
| 15% | Conduct detailed mechanical inspections of vehicles involved in accidents and prepare reports of findings. Prepare reports that result in the filing of criminal and/or civil complaints through the local court jurisdictions. Plan and schedule inspection activities to ensure completion of all mandated programs. Assist in on-highway truck and bus inspection activities. |
| 10% | Act as a Motor Carrier Specialist Training Officer. Testify as an expert witness in proceedings before the courts or transportation regulatory agencies regarding vehicle equipment, maintenance practices, and hazardous materials regulations. Prepare and make oral presentations at safety seminars before associations, carriers, and the transportation industry. Telephone resource person at Division or Area Offices. |

Non-Essential Functions

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5%	Other job-related duties within the scope of the classification.
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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