

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

|                                                                                                                         |                                                                                                                                                                                                             |                             |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| RPA NUMBER<br><b>31148</b>                                                                                              | DGS DIVISION / OFFICE or CLIENT AGENCY<br><b>Office of Fleet and Asset Management (OFAM)</b>                                                                                                                |                             |
| UNIT NAME<br><b>Inspection Services - Region 2</b>                                                                      | HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)<br><b>2550 Mariposa Mall Fresno, CA 93721</b>                                                                                      |                             |
| CIVIL SERVICE CLASSIFICATION<br><b>Senior Inspector of Automotive Equipment (SIAE)</b>                                  | POSITION NUMBER<br><b>306-116-6855-001</b>                                                                                                                                                                  | CBID<br><b>S12</b>          |
| POSITION ELIGIBLE FOR TELEWORK: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                     | PROBATIONARY PERIOD<br><input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A                                                                         | WORK WEEK GROUP<br><b>E</b> |
| WORK SCHEDULE (DAYS / HOURS)<br><b>Monday - Friday / 8:00am - 5:00pm</b>                                                | TENURE<br><b>Permanent</b>                                                                                                                                                                                  |                             |
| WORKING TITLE<br><b>Senior Inspector of Automotive Equipment -In Office</b>                                             | TIMEBASE<br><b>Full-Time</b>                                                                                                                                                                                |                             |
| DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____ |                             |
| PROPOSED INCUMBENT (IF KNOWN)                                                                                           | EFFECTIVE DATE                                                                                                                                                                                              |                             |

**CORE VALUES / MISSION** ☐ Rank and File ☒ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

**POSITION CONCEPT**

Under the general direction of the State Fleet Asset Manager (Supervisor II) of OFAM's State Fleet Asset Management Program, the SIAE is responsible for supervising, training, and mentoring the Inspectors of Automotive Equipment (IAE) assigned to a large geographical area (Region 2) performing inspection services of state owned vehicles and mobile equipment utilizing computer, Fleet Focus, SharePoint and a variety of on-line programs/resources and office equipment.

**SPECIAL REQUIREMENTS** ☒ Medical Clearance ☐ Background Clearance ☐ Typing ☒ DMV Pull Notice ☒ Drug Testing  
☒ Vehicle Home Storage Permit ☒ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)  
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

**Medical Clearance**

This position requires medical evaluation clearance.

**DMV Pull Notice**

This position requires participation in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

**Drug Testing**

This position requires drug screening clearance.

**Vehicle Home Storage Permit**

A Vehicle Home Storage Permit is required for any employee who stores a state vehicle at or in the vicinity of his/her home on a frequent basis as defined by CCR, Title 2, Section 599.808 (d).

**Driver's License and Class**

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

This position requires a Driver's License Class: C

**ESSENTIAL FUNCTIONS**

| PERCENTAGE | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25%        | Supervises the work of field inspectors by providing one on one training and guidance for responding to repair, maintenance, and inspection inquiries from customers of state owned vehicles and equipment, scheduling appointments to inspect, test, review and recommend disposition, determining warranty coverage, providing authorization for maintenance and repairs and reviewing and verifying maintenance and repair invoices ensuring work performed by IAEs is accurate in order to comply with DGS and OFAM policies and procedures, procurement rules, standard automotive repair practices and other related state and federal laws, rules and regulations.                                                                                                                                                                                                                                       |
| 25%        | Conducts the more complex mobile equipment inspections and agency training and examines the work performed by field inspectors by providing on-site inspections, physical demonstrations, developing presentation materials, accessing on-line systems, and reviewing OFAM 6 forms/reports submitted by IAEs to ensure accuracy regarding policies, rules, regulations, and directives in order to provide quality service to customer agencies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 20%        | Reviews and verifies the approved equipment modification requests (OFAM 155 A and B) by IAEs meet the bid proposals by referring to National Highway Traffic Safety Administration regulations, Federal Motor Vehicle Safety Standards, California Vehicle Code, California Air Resources Board, and OFAM regulations as needed to ensure safety and compliance with California Vehicle Code and applicable laws and regulations in order to determine that the modifications are in the best interest of the state.                                                                                                                                                                                                                                                                                                                                                                                            |
| 15%        | Supervises, directs, develops, and reviews the work of subordinate staff by communicating unit goals and objectives, establishing performance expectations, inputting, reviewing and approving/denying time sheets, managing staff requests for time off, maintaining adequate staffing, providing direction and information on OHR processes, and developing timely performance evaluations and training plans, in order to provide opportunities for training, promote upward mobility, provide guidance on personnel performance issues, to ensure equal employment opportunities and a harassment and discrimination-free work environment, utilizing Project Accounting and Leave, applicable bargaining unit contract provisions, the Personnel Operations Manual, DGS policies, procedures and guidelines, State Personnel Board and California Department Human Resources' laws, rules and regulations. |
| 10%        | Communicates policy changes and new direction from management, provides training, technical expertise and backup to inspectors within assigned region by conducting routine team meetings, analyzing work flow, repair invoices, new vehicle inspections, inspector logs and customer needs and adjusting IAE boundaries/territories as needed and directed by OFAM management to ensure business continuity in order to maintain effective operations and customer service for the unit.                                                                                                                                                                                                                                                                                                                                                                                                                       |

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed**MARGINAL FUNCTIONS**

| PERCENTAGE | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5%         | Enters approval information for regular vehicle repairs, maintenance, modifications and accident repairs into SharePoint database in order to provide accurate information for processing final invoices. Assists management and procurement staff with the development of vehicle specifications for the statewide vehicle contract and to formulate policy change recommendations by participating in meetings and providing technical expertise. |

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**☒ Travel (Specify the percentage in the travel box below)Travel 75 % of the time to various locations and may include overnight travel by various methods of transportation.

This position requires incumbent to be physically present in their assigned region during the required work schedule of 8:00am to 5:00pm Monday through Friday. Sitting in seated position and driving an assigned vehicle for extended periods of time. Substantial field work up to 60-75% of the time. May involve entering secured settings. Communication skills, both oral and written. Ability to stoop, bend, reach and extend arms in any direction to inspect vehicles and equipment. Frequent use of computer, related software applications, the Internet and a variety of office equipment. This position is required to possess and maintain a valid California Driver's License (CDL), Class C and will be included in the Department of Motor Vehicle (DMV) Employer Pull Notice (EPN) Program.

**DESIRABLE QUALIFICATIONS**

- Experience using a laptop, printer, and smartphone.
- Experience using trackers, forms, writing emails and letters using the following programs: Word, Excel, Outlook, SharePoint, Fleet Focus or other fleet system, and using search engines such as Chrome and Edge.
- Experience evaluating the mechanical condition of motor vehicles and general use mobile equipment or boats.
- Experience and/or training related to supervision of personnel in the automotive field.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

*I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at [reasonableaccommodation@dgs.ca.gov](mailto:reasonableaccommodation@dgs.ca.gov))*

|               |                    |             |
|---------------|--------------------|-------------|
| EMPLOYEE NAME | EMPLOYEE SIGNATURE | DATE SIGNED |
|---------------|--------------------|-------------|

*I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.*

|                 |                      |             |
|-----------------|----------------------|-------------|
| SUPERVISOR NAME | SUPERVISOR SIGNATURE | DATE SIGNED |
|-----------------|----------------------|-------------|

|                   |             |
|-------------------|-------------|
| C & P APPROVED BY | DATE SIGNED |
|-------------------|-------------|