

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Commercial Vehicle Section/Motor Carrier Safety Unit		DIVISION Enforcement and Planning Division			
CIVIL SERVICE CLASSIFICATION TITLE Motor Carrier Specialist II		BARGAINING UNIT S07	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-062-3928-004		CURRENT DATE 03/11/2026			
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 direction of the Motor Carrier Specialist (MCS) III, the Motor Carrier Specialist II is responsible for coordinating and administering departmental responsibilities governing terminal inspections of trucks, buses, school buses, school pupil activity buses, farm labor vehicle equipment, and the preventive maintenance and inspection practices to be followed by vehicle maintenance facilities. The MCS II develops vehicle inspection procedures for use by MCS Is in the field and inspection procedures for new or specialized equipment, such as vehicles powered by alternative fuels and other newly introduced vehicle components having safety ramifications. Additionally, the MCS II serves as the technical advisor to the School Bus Advisory Committee and represents the Department on the Wheelchair Lift Advisory Committee for the Motor Carrier Safety Unit within Enforcement and Planning Division's Commercial Vehicle Section.

SUPERVISION RECEIVED

The Motor Carrier Specialist II reports directly to and receives the majority of their assignments from the MCS III. However, direction and assignments may also come from the Motor Carrier Safety Program Manager or section commander.

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

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| 25% | Responds to correspondence and telephone inquiries from industry representatives by providing technical information concerning laws and regulations governing commercial vehicle operation and equipment, maintenance, and inspection of vehicles and maintenance facilities and terminals. The MCS II also responds to inquiries from allied agency and departmental personnel by providing technical information concerning laws and regulations governing commercial vehicle operation, vehicle equipment and maintenance requirements, Commercial Vehicle Safety Alliance out-of-service criteria adopted pursuant to Section 34501 of the California Vehicle Code, and inspection of vehicles. |
| 25% | Interprets laws, regulations, and policies governing the equipment, maintenance, and inspection of vehicles and maintenance facilities; prepares Information Bulletins and Management Memorandums to keep field personnel and industry apprised of current information and emerging technologies. Analyzes proposed statutory and regulatory changes and prepares written analyses outlining the effect on the Department of the proposal as it relates to equipment, maintenance, and inspection of vehicles. Evaluates the adequacy of proposed and enacted laws and regulations governing the equipment and preventive maintenance and inspection for trucks, buses, school buses, school pupil activity buses, and farm labor vehicles. Develops administrative regulations and legislative proposals to amend, adopt, or enact new or changed requirements as deemed necessary to accommodate expanding information and new and emerging technologies. |
| 20% | Develops and maintains chapters in Highway Patrol Manual (HPM) 84.1, Motor Carrier Safety Operations, and HPM 84.8, Motor Carrier Specialist I Training Manual, which address vehicle inspections, to ensure ongoing conformity with evolving technologies. The MCS II is also the principal staff author for Highway Patrol Guide 83.2, Vehicle Equipment Guide, and responsible for updating the publication regarding new and emerging vehicle and equipment technologies. |

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15%	Acts as liaison between vehicle and equipment manufacturers and vendors to ensure compliance with California's laws and regulations, and works with manufacturers and industry representatives to initiate corrective measures for issues related to noncompliance and product defects. Develops correspondence, Information Bulletins (IB), Management Memorandums (MM), and manuals consistent with Federal Motor Vehicle Safety Standards and National Highway Traffic Safety Administration recalls and facilitates factory recall campaigns in California through the development and publication of communication network messages, IB, and MM. Reviews information provided by manufacturers and vendors regarding prototype vehicles and equipment to ascertain compliance with existing requirements and engineering plans related to school bus chassis modifications, pursuant to Title 13, California code of Regulations, Section 1272.
5%	Acts as technical advisor to the Department's School Bus Advisory Committee on matters involving school bus construction, design, equipment, and preventive maintenance and inspection requirements; serves as the departmental representative on the Wheelchair Lift Advisory Committee. Represents the Department at meetings and conferences involving vehicle equipment and inspections, and the inspection of motor carrier maintenance facilities.
5%	Develops curriculum and instructs basic and in-service training classes for MCSs at the Academy and in the field. Conducts classes on vehicle equipment and inspection procedures for commercial enforcement officers at the Academy.
	<u>Non-Essential Functions</u>
5%	Conducts special surveys and 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
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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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