Classification Title	**Board/Bureau/Division**
Automotive Program Manager	Bureau of Automotive Repair
Working Title	**Office/Unit/Section / Geographic Location**
Enforcement Branch Manager	Northern California Field Operations & Enforcement Branch
Position Number	**Name & Effective Date**
646-163-6843-002	

General Statement: Under general direction of the Deputy Chief, Field Operations and Enforcement, the Automotive Program Manager is responsible for the overall management and supervision of the Northern California Field Operations and Enforcement Branch, which investigates and enforces laws and regulations related to the Smog Check Program and the Automotive Repair Act. The Branch investigates consumer complaints, initiates investigations and disciplinary action against registrants and licensees, and provides general and technical information to consumers and the auto repair and Smog Check industry. Duties include, but are not limited to:

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]:

40% (E) Program Oversight Manager
Plans, organizes, directs, and evaluates work and staff of the Field Operations and Enforcement Diviosion, Region 1 and 2, on a regional basis. Oversees the continuous review, revision, and modernization of procedures to effectively perform program operations. Establishes processes and controls to ensure timely completion of staff work and projects. Distribute work assignments. Provide technical automotive repair and Smog Check consultation to staff.

30% (E) Enforcement Operations
Identifies areas of consumer abuse and assists in the development of methods for corrective action. Monitors facilities and makes recommendations for disciplinary actions. Confers with other BAR managers to coordinate Smog Check and automotive repair enforcement functions that may impact other BAR programs. Directs and oversees industry consumer education and outreach efforts related to the Smog Check Program and general automotive repair. In connection with the work of the Bureau, establishes and maintains cooperative relations with all internal and external stakeholders.

20% (E) Policy Development & Technical Resource
Assists in the development, implementation, and maintenance of program policies, standards, and operational guidelines. Prepares and presents budget requests that support Bureau vision and strategic goals.

10% (M) Represent the Bureau to consumers and industry
Represent the Bureau in engagements with consumers and external stakeholders. Participate in BAR Advisory Group meetings alongside executive staff to provide

Bureau insight, support decision-making, and ensure alignment with organizational priorities.

B. Supervision Received

The incumbent works under the general direction of the Deputy Chief, Field Operations and Enforcement.

C. Supervision Exercised

The incumbent supervises Automotive Program Supervisor II's, Automotive Program Supervisor I's and Automotive Program Specialists.

D. Administrative Responsibility

The incumbent is responsible for managing the staff, operation and fiscal resources of the Northern California Field Operations and Enforcement Branch.

E. Personal Contacts

The incumbent has daily contact with other DCA/BAR staff, licensees, industry associations, and the public, in addition to other state and federal agencies, regarding the Program and enforcement.

F. Actions and Consequences

Great consequence to the Bureau and Department if errors are committed, loss of integrity to the Department, potential negative impact to the Bureau and the inability to effectively meet the Bureau's mission, vision, and goals to protect the consumer.

G. Functional Requirements

The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year and may be required to work specified hours based on the business needs of the office.

- 95% Office Work – The incumbent works in an office setting with artificial light and temperature control and uses a personal computer, laptop, fax, copier, and other office equipment.

- 5% Field Work – The incumbent occasionally works out in the field in varied weather conditions. Incumbent is required to apply safety procedures, stand for long periods of time, occasionally lift over 30 pounds of materials/equipment, and drive a vehicle.

H. Other Information

The incumbent must be able to analyze data and reach sound conclusions; analyze situations and take effective action; work cooperatively with others; prepare clear, complete, and technically accurate reports; and communicate effectively. In addition, the incumbent must have knowledge of the provisions of the Automotive Repair Act and the Vehicle Inspection and Maintenance Program; industry standards for diagnosis and repair of automobiles; tools, equipment, and methods used in the repair, adjustment, and servicing of automobiles; and law and regulations applicable to motor vehicle emission control.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and

experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

This position is subject to the Incompatible Work Activity (IWA) Policy of the Department of Consumer Affairs. Unless previously disclosed and resolved, any participation and/or ownership related to an Automotive Repair Dealer, and possession of any Bureau of Automotive Repair license, must be disclosed and resolved pursuant to the IWA policy.

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature _____ Date _____

Employee's Printed Name, Classification _____

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature _____ Date _____

Printed Name, Classification _____

Revised: 10/2026