Classification Title	**Board/Bureau/Division**
Automotive Program Supervisor II	Bureau of Automotive Repair
Working Title Southern Statewide Investigations Unit Manager	**Office/Unit/Section / Geographic Location** Statewide Investigations Branch
Position Number 646-163-6842-005	**Name & Effective Date**

General Statement: Under the general direction of the Automotive Program Manager, Statewide Investigations Branch, the Automotive Program Supervisor (AP Sup) II is responsible for the overall management and oversight of the Southern Statewide Investigations Unit, which conducts specialized and complex investigations of Automotive Repair Dealers and other licensees throughout the portion of the State south of, and including Kern, San Bernardino, and San Luis Obispo counties. The AP Sup II is responsible for management and oversight of the Southern Statewide Investigations unit. The AP Sup II duties and responsibilities include, but are not limited, to the following:

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

60% Oversee and Manage the Southern Statewide Investigations Unit (E)
Plans, organizes, and directs the work of a team of Automotive Program Specialists in the development and implementation of specialized and complex investigations. (30%)

In conjunction with Program Representative III specialists, develops investigation targets by reviewing consumer complaint investigation reports completed by Bureau of Automotive Repair (BAR) Field Office staff, industry repair trends and advertisements, Smog Check and Vehicle Safety Systems inspection data, and other resources. (20%)

Ensures timely completion of Executive management directives regarding investigation activities. (10%)

30% Review Investigation Reports (E)
Reviews and edits investigative reports and evidentiary exhibits to ensure accuracy, validity, and support for disciplinary action.

10% Technical Consultation (E)
Provides technical consultation to the Automotive Program Manager, Statewide Investigations Branch on investigative activities and statewide automotive repair trends.

Coordinates and interacts with other managers within the Field Operations and Enforcement Division and throughout BAR.

B. Supervision Received

The incumbent works under the general direction of the Automotive Program Manager, Statewide Investigations Branch.

C. Supervision Exercised

The incumbent will supervise a staff of Automotive Program Specialists.

D. Administrative Responsibility

The incumbent is responsible for managing the staff, operation, and fiscal resources of the Southern Statewide Investigations unit.

E. Personal Contacts

The incumbent has daily contact with other Department of Consumer Affairs/BAR staff, licensees, industry associations, the public, and other state and federal agencies regarding the Statewide Investigations Branch.

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

No specific physical requirements are present; however, sitting, standing, lifting, pushing and pulling requirements are consistent with office work. The incumbent works 40 hours per week during regular business hours of operation in an office setting, with artificial lighting and temperature control. Daily access to and use of the personal computer, including computer programs (such as, but not limited to Access, Excel, Outlook, PowerPoint, MapPoint, etc.) and and/or program databases (such as, but not limited to ATS, CAS/BreEZe, TEALE, SharePoint etc.), the telephone is essential. The incumbent may occasionally be expected to lift binders, files, records and/or manuals up to twenty (20) pounds.

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 Smog Check 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. A valid California driver's license is also required. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation. 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.

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 DCA. 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.)

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Employee Signature Date

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Printed Name

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

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Supervisor Signature Date

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Printed Name

Revised: 10/2026