

**Department of Consumer Affairs**

Position Duty Statement

HR-041 (new 9/2019)

Page 1 of 3

<b>Classification Title</b> Program Representative I	<b>Board/Bureau/Division</b> Bureau of Automotive Repair (BAR)
<b>Working Title</b> Fleet Auditor	<b>Office/Unit/Section / Geographic Location</b> Audits and Inspections Branch/Fleets Unit
<b>Position Number</b> 646-121-6840-001	<b>Name &amp; Effective Date</b>

General Statement: Under the general supervision of the Program Representative (PR) III (Supervisor) (PR III), the Program Representative I, performs the full range of duties enforcing the laws and regulations of the Automotive Repair Act and the Vehicle Inspection and Maintenance Program. The PR I is a member of the Audits and Inspections Branch and is responsible for inspecting government and business fleet activities. The PR I will be required to travel, with overnight stays throughout California. Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]

**70% Fleet Agency Inspections (E)**

Review Vehicle Inspection Reports (VIRs) and field activity reports to ensure compliance with inspection and certification requirements. Prepare written enforcement action recommendations to address non-compliance. Test and inspect vehicle emission control systems. (40%)

Inspect government and business fleet facilities' records, and vehicles to determine program compliance and complete station inspection reports for review by the PR III. Perform evaluations of licensed technicians, and technicians seeking licensure. Generate reports documenting findings and recommend enforcement action when necessary. (20%)

Provide technical expertise to BAR Headquarters staff, field office personnel, and government/business fleet owners regarding licensing, inspection, and reporting requirements. (10%)

**20% Facility Inspections (E)**

Perform site inspections of registered government and business fleet self-testing facilities, facilities requiring inspection to obtain licensure/certification, and consult with licensed technicians to ensure compliance with the provisions of the Automotive Repair Act and the Smog Check Program's laws and regulations, which includes inspecting and validating the operational capabilities of all required materials, inspection and diagnostic equipment, and repair tools.

**10% Miscellaneous (M)**

Evaluate program effectiveness and recommend appropriate changes to ensure compliance with statutes and regulations. Assist in the continuous development and improvement of the Audit and Inspections Branch processes and procedures. Assist in the design, development, implementation, and gathering of special projects and data collection. Attend training courses and staff meetings and perform other duties as required.

B. Supervision Received

The PR I reports directly to, and receives the majority of assignments from, the PR III; however, direction and assignments may come from the Program Manager.

C. Supervision Exercised

None

D. Administrative Responsibility  
None

E. Personal Contacts  
The PR I has daily contact with various public agency representatives and employees, Automotive Repair Dealers, licensed Smog Check stations and technicians, and other BAR and the Department of Consumer Affairs (DCA) employees.

F. Actions and Consequences  
Failure to complete assigned work in a timely and efficient manner may have a negative impact on consumers or licensees. Failure to properly plan, organize, perform inspections or audits, or follow program policies and procedures can result in BAR failing to meet statutory mandates.

G. Functional Requirements  
The incumbent works 40 hours a week in a field environment primarily performing fleet agency and facility audits and inspections. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements in the field are consistent with office work. In addition, the incumbent will spend approximately 85% of time per week in the field, which includes standing, sitting/driving and walking. Driving is an essential function of this position. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

Physical Demands:

In a daily work shift, an employee will routinely:

Stand/Walk	Frequently
Sit	Frequently
Drive	Frequently
Bend/Stoop	Frequently
Squat/Crouch	Frequently
Crawl	Occasionally
Reach/Stretch	Frequently
Balance	Frequently
Push/Pull	Frequently
Carry	Frequently
Lift	Frequently
Kneel	Occasionally
Twist	Frequently
Foot Movement	Occasionally, the employee will use repetitive foot movements when driving a vehicle.
Hand Manipulation	The employee uses hands respectively for fine manipulating motor skills and firm grasping with all joints and digits for writing or typing reports.
Occasionally =	1-33% of workday
Frequently =	34-66% of workday
Continuously =	67-100% of workday

Using a state vehicle, the incumbent travels to various government/business fleet agencies, automotive repair facilities, or facilities seeking to obtain licensure/certification. This position requires occasional heavy lifting when replacing gas audit bottles or loading and unloading equipment. The incumbent must be able to stand, stoop, and bend for extended periods of time. Safety equipment must be worn when applicable. The incumbent must have keyboard skills and ability to read a monitor from a distance in variable conditions. The incumbent may also work in extreme temperatures, and use emission inspection systems, computerized test equipment, tools, and other machinery.

Environmental Conditions:

The employee will work both indoors and outdoors, depending on the situation he/she is involved in at any given time. While indoors, the temperature and humidity may be reasonably controlled, but while outdoors, the employee is exposed to climatic conditions. While driving, the employee may be exposed to dust and fumes. The employee may occasionally be exposed to toxic materials. There is a reasonable expectation of contact with potentially hazardous materials or chemicals.

H. Other Information

The PR I routinely works with sensitive and confidential issues and/or materials, and is expected to maintain the privacy and confidentiality of documents and topics pertaining to sensitive investigative matters at all times. The PR I must be able to travel throughout an assigned geographic area. Regular, consistent, and timely attendance is required. In addition, the PR I must have the ability to work cooperatively with others and to exhibit courteous behavior toward coworkers and the public at all times. The PR I must have the ability to work under changing priorities and deadlines, the ability to look and act in a professional manner, and communicate effectively. Knowledge and proficiency in the use of Microsoft Word is required. Knowledge and proficiency in the use of Excel is desired. The possession of a valid driver's license and good driving record are required.

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 or BAR Certified Institution, and possession of any Bureau of Automotive Repair license/certification, must be disclosed and resolved pursuant to the IWA policy.

**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

---

Printed Name

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

---

Supervisor Signature

Date

---

Printed Name

**Revised: 04/2023**