

Department of Consumer Affairs

Position Duty Statement

HR-041 (Revised 9/2019)

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Classification Title	Board/Bureau/Division
Program Representative III (Supervisor)	Bureau of Automotive Repair (BAR)
Working Title	Office/Unit/Section / Geographic Location
Statewide Audits Supervisor	Audits and Inspections Branch/Statewide Audits/ Rancho Cordova
Position Number	Name and Effective Date
646-121-6824-006	

General Statement: Under the general direction of the Program Manager (PM) I of the Audits and Inspections Branch (AIB), the Program Representative (PR) III (Supervisor) plans, organizes, directs and evaluates the work of subordinate staff in the Fleet Audits Unit and Gas Audits Unit; ensures consistent data collection, and inspection methods with government agency industry audits; supervises the participation of government vehicles in the BAR's Continuous Testing Program; establishes and maintains cooperative relations with government agencies, state transportation officials, municipalities, contracted vendors and interested stakeholders; prepares correspondence and technical reports. Duties include, but are not limited to the following:

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

65% (E) Administration/Supervision

Plans, organizes, directs, and evaluates policies, procedures and work products related to the Fleets Audits Unit and Gas Audit Units; supervises the activities of subordinate staff that perform audits and inspections on government fleet, permanent fleet registrants, business fleets, and licensed industry Stations (25%).

Ensures compliance with the provisions of the Automotive Repair Act and Smog Check Program; evaluates station inspection reports, Annual Report Transmittals, government fleet and Industry complaints, action reports, and office conference reports to ensure statewide consistency with applicable laws, regulations and operational guidelines; provides direction and support to subordinate staff regarding the implementation of special projects and studies, including but not limited to the Continuous Testing Program (CTP) (15%).

Leads a multi-discipline working group responsible for developing regulations, policies, and procedures for the Government Fleet On-Board Diagnostic (OBD) program; evaluates technical material regarding the administration of a remote OBD program with government agencies; makes recommendations to management regarding program development and regulations (10%).

Conducts analysis and prepare written reports using Microsoft Word and Excel, including charts, and graphs; make recommendations to management and other interested parties (5%).

Serves as the business lead and product owner for all applications which support the Statewide Audits, including but not limited to the Fleet Inspection Network Environment (FINE), the Automotive Repair Dealer Inspection System (ARDIS), and other computer programs that supports Branch's duties; Develops requirements specifications, test cases, and business documentation; Coordinates maintenance, and the execution of testing and to maintain a rapport with the BAR's Technical Services Branch; Provides recommendations to management on electronic methods to improve productivity and efficiency within the Statewide Audits Unit (5%).

Establishes and maintain a rapport with government agencies, state control agencies, other state and federal agencies, third-party vendors and interested parties; conducts presentations to management and external stakeholders regarding the Statewide Audits Unit and remote OBD program (5%).

35% (E) Program Support

Advise, consult, and make recommendations regarding personnel, business service administration and technical policies to management associated with the Fleet Audits Unit and Gas Audits Units. Develops correspondence and assembles statistical data reports for presentation to the PM I; introduces new ideas, program enhancements, and recommendations in regard to policies, procedures, regulations, technological updates, and digital platforms used throughout AIB.

B. Supervision Received

The incumbent works under the general direction of the PM I, within the Audits and Inspections Branch. Also, may receive direction from the PM II.

C. Supervision Exercised

The incumbent will provide direction and training over the Statewide Audits Unit.

D. Administrative Responsibility

The incumbent is responsible for managing the staff and operational control of the unit. The incumbent plans, organizes, and directs the activities of subordinate technical and clerical staff. The incumbent acts as a secondary supervisory resource on issues or concerns related to the Northern California Roadside Inspections Unit and Southern California Roadside Inspections Unit.

E. Personal Contacts

The incumbent may have occasional to frequent contact with Departmental and Bureau management and executive levels, representatives from other state and federal agencies as well as environmental organizations, equipment manufacturers and contractors regarding the Smog Check Program and functions within the Audits and Inspections Branch.

F. Actions and Consequences

Failure to perform duties could result in the loss of federal funding, inability to meet program goals and legislative mandates, inability to implement new or changed regulations, failure to maintain performance measures, loss of integrity with other agencies and the public, disciplinary problems in the workforce, inappropriate employee or personnel actions, and increase in potential for consumer harm.

G. Functional Requirements

100% Office Work – No specific physical requirements are present. The incumbent works in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. The incumbent must be able to travel throughout an assigned geographic area.

H. Other Information

The incumbent must possess knowledge of principles of program management, automotive technology, emissions controls, and personnel administration; it is the supervisor's responsibility to promote equal opportunity in hiring and employee development and promotions, and to maintain a work environment that is free of discrimination and harassment. The incumbent must be able to plan, organize, and direct the work of others; interpret policies and develop proposals for policies and procedures; effectively promote

equal opportunity in employment and maintain a work environment that is free of harassment and discrimination.

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.

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.

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.

Conflict of Interest

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 a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If you are unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Human Resources Unit.)

Employee Signature

Date

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.

Supervisor Signature

Date

Printed Name

Revised: 02/2025