

Classification Title	Board/Bureau/Division
Staff Services Manager I (Specialist)	Bureau of Automotive Repair/Executive Office
Working Title	Office/Unit/Section / Geographic Location
Legislation & Regulation Specialist	Licensing, Administration & Consumer Assistance Division / Executive Affairs Unit / Rancho Cordova
Position Number	Name/Effective Date
646-100-4800-014	

General Statement: Under the direction of the Staff Services Manager (SSM) II over the Executive Affairs Unit, Bureau of Automotive Repair (BAR), the Staff Services Manager I (Specialist) functions as an independent consultant and is responsible for performing the initial review and analyses of new, proposed, and introduced legislation that impact BAR operations. The incumbent provides research and evaluation of BAR programs to determine the impact and need for regulatory amendments as a result of new law or other required changes. The SSM I is expected to work independently and tactfully while providing a broad range of high-level complex analytical and consultative duties as they relate to BAR legislative and regulatory processes. The incumbent possesses expertise with legislative research and analysis, and promulgation of rulemaking packages. Duties include, but are not limited to, the following:

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

30% (E) Legislation Review Activities

Serves as a Legislative Specialist for BAR and functions as the Bureau's legislative subject matter expert. Independently monitors, analyze, prepare, and draft the review of legislative proposals for comprehensive rewrite of automotive industry provisions to address new issues raised by BAR, stakeholders, and the Legislature. Organize legislative workshops with automotive industry stakeholders to review and analyze proposed legislation changes. Independently conduct extensive research on proposed legislation. Formulate alternative legislative language and make expert recommendations to BAR, the Department of Consumer Affairs (DCA), and automotive industry stakeholders regarding the impact or potential impact to BAR. Collaborate with the BAR Chief, Deputy Chiefs, Division Chiefs, Program Managers, DCA legislative and legal staff, budget analyst, personnel manager, and division chiefs to identify the potential fiscal and workload impact of proposed legislation. Develop implementation plans for chaptered legislation that impact or have potential to impact to BAR. Review recently passed legislation and consult with the BAR Chief and Deputy Chiefs, Division Chiefs, and Program Managers to determine the necessity for new regulations or amendments to current regulatory language.

30% (E) Regulatory Activities

Develop, draft, and process regulatory proposals in response to new legislation or regulatory changes that are complex and could involve legal implications. Prepare draft proposals that clarify and reorganize automotive repair industry law, resolving practical problems and making the law easier to follow for licensees and consumers. Serve as a liaison between BAR and DCA's Office of Legislative and Regulatory Review, file regulatory packages with the Office of Administrative Law (OAL), and work with DCA, OAL, and the Department of Finance staff to obtain approval. Schedule and represent BAR at public hearings, review written and oral public comments to determine if any changes to the language are necessary, respond to public inquiries regarding the implementation of new regulations, and prepare and submit the final rulemaking file to DCA for final approval. Ensure that the new regulations are publicized. In conjunction with BAR's Chief and Deputy Chief of Enforcement, develop regulatory policies and procedures that are in accordance with the Administrative Procedures Act (APA).

20% (E) Outreach Activities

Attend and present information at the quarterly BAR Advisory Group (BAG) meetings and other workshops and meetings with interested stakeholders.

Conduct legislative outreach and briefings.

Present information at BAR field office meetings, as required.

10% (E) Reference Document Activities

Review, analyze, and maintain the California Automotive Repair Laws and Regulations book. Work with BAR programs to revise reference materials such as the Smog Check Manual, Smog Check reference guides, and BAR-97 and BAR-OIS specifications to ensure they are in alignment with new statutory mandates and regulatory actions.

10% (M) General Analysis

Analyze data, conduct research, initiate correspondence, and write reports regarding various organization, policy, and procedure issues as requested by the Chief and Deputy Chief.

Brief management on research findings and make recommendations, identify alternatives, and identify potential impact of those recommendations and alternatives.

B. Supervision Received

The SSM I (Specialist) reports directly to the Staff Services Manager II, but may receive assignments from the Chief, Assistant Chief and Deputy Chiefs.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent has contact with all levels of BAR and Departmental employees, representatives from other state agencies, the Legislature, Governor's Office, the Bureau's industry representatives and stakeholders.

F. Actions and Consequences

Failure to correctly review and research the impact of proposed legislation, failure to correctly draft regulatory packages, and/or complete assignments could result in BAR not fulfilling its responsibilities to the Legislature, other agencies, the public, and industry.

G. Functional Requirements

The incumbent is a Work Week Group E employee and is expected to work 40 hours per week each year, and may be required to work specified hours based on the business needs of the office, in an office setting with artificial light and temperature control. The ability to use a personal computer and telephone is essential. The incumbent must be able to frequently remain in a stationary position at a workstation throughout the day and must occasionally position self to perform a variety of tasks including retrieval of files. Additionally, the incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

H. Other Information

The incumbent is expected to travel throughout the state to attend hearings or provide consultation. Incumbent must possess good communication skills, use good judgement in decision-making, exercise flexibility in problem identification and resolution, manage time and resources effectively and be responsive to BAR executive management needs. The incumbent must be knowledgeable on legislative and regulatory consultative and analytical processes. This

position requires good work ethics, analytical skills, problem-solving skills, organizational skills, interpersonal skills, maturity, tact, and diplomacy.

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

Supervisor Signature

Date

Printed Name

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