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| **CLASS CODE:** 9009 **PAY GRADE:** 016  |

**CLASS TITLE:** HSMV COMPLIANCE EXAMINER

**ALLOCATION FACTOR(S)**

This is regulatory work investigating and processing applications for waivers from motor inspection program requirements, and performing quality assurance audits of contractor-operated inspection stations, licensed reinspection facilities and authorized self-inspection operations for the Florida Motor Vehicle Inspection Program (MVIP); or investigating and processing applications for reinstatement of suspended, revoked and canceled driver licenses, performing compliance examinations of reported questionable drivers and serving subpoenas and preparing investigative reports for driver licenses hearings; or investigating complaints filed against motor vehicle, motor home, and recreational vehicle dealers, and performing quality assurance audits of franchised dealerships.

**EXAMPLES OF WORK PERFORMED:**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

* Reviews and processes applications for waiver from Motor Vehicle Inspection Program requirements.
* Conducts examination of complaint materials regarding an individual's driving ability and, where warranted, performs a field investigation.
* Performs inspections of motor vehicle emissions control equipment to detect signs of tampering.
* Conducts investigations to determine waiver eligibility.
* Serves subpoenas issued by HSMV Field Hearing Officers.
* Conducts investigations of complaints filed against motor vehicle, mobile home, and recreational vehicle dealers and dealerships.
* Develops administrative case against motor vehicle, mobile home, and recreational vehicle dealers for action of a hearing officer as investigations warrant.
* Evaluates motor vehicle inspection certificate data.
* Interprets, analyzes and evaluates motor vehicle repair data and reports.
* Investigates incidence of motor vehicle engine exchanges to determine engine make and model year.
* Provides assistance to motorists who fail the motor vehicle inspection or who request information regarding Motor Vehicle Inspection Program requirements.
* Conducts audits of contractor-operated inspection stations and licensed reinspection facilities and authorized self-inspection operations.
* Conducts quality assurance audits of franchised motor vehicle dealers.
* Prepares audit reports.
* Performs acceptance inspections of new inspection facilities.
* Monitors inspection lane equipment for proper operation.
* Performs equipment calibration checks and examines equipment maintenance records.
* Monitors the activities of contractors or entities licensed by the state.
* Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

(Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the employing agency.)

* Knowledge of the principles and techniques of effective communication.
* Knowledge of the Florida Statutes, federal law, administrative rule, or departmental policy regulated.
* Knowledge of basic mathematics.
* Ability to understand automotive engine repair and maintenance standards and automotive engine performance specifications.
* Ability to collect and review data.
* Ability to verify data for accuracy and completeness.
* Ability to work independently.
* Ability to prepare correspondence and prepare reports.
* Ability to establish and maintain effective working relationships with others.
* Ability to deal with the public in a tactful and courteous manner.
* Ability to tactfully conduct investigations.
* Ability to work effectively in stressful public contact situations.
* Ability to monitor activities for compliance with standard policies, and procedures.
* Ability to understand, apply, and interpret applicable rules, regulations, program policies, and procedures.
* Ability to identify altered or malfunctioning automotive emissions control equipment.
* Ability to interpret automotive repair invoices and work orders.

**MINIMUM QUALIFICATIONS**

* A bachelor's degree from an accredited college or university and one year of experience in automotive or sales management, education, construction, engineering, law enforcement, public contact work, or in a highway safety, insurance or revenue program area; or
* A high school diploma or its equivalent and five years of experience in automotive or sales management, education, construction, engineering, law enforcement, public contact work, or in a highway safety, insurance or revenue program area.
* College education from an accredited institution can substitute at the rate of 30 semester or 45 quarter hours per year for up to four years of the required experience.
* Vocational/technical training can substitute at the rate of 720 classroom hours per year for up to two years of the required experience.
* A master's degree from an accredited college or university can substitute for one year of the required experience.

**EFFECTIVE:**

9/7/2000

**HISTORY:**

06/28/1991

06/25/1990