



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SUPERVISING EMISSION CONTROL OFFICER	33	B	11.556

Under general direction, supervise the emission control program and personnel of a field office to include: licensing of emission control testing stations; training, certification and recertification of emissions control inspectors; overt and covert audits of licensees; initiation of regulatory and criminal action against emission licensees; maintenance of an emissions control lab in which vehicles involved in disputes regarding emissions testing, equipment at sale, and illegal engine swaps are tested and inspected.

Oversee the administrative and technical affairs of a field office; disseminate agency directives, policies, procedures and other performance information to staff; ensure availability of equipment, manuals, and physical facilities necessary to complete required activities; approve distribution of monies allocated to the field office for undercover operations, and account for expenditures; ensure that required operations are appropriately documented, and prepare statistical reports; coordinate personnel administration and employee training; ensure security of confidential investigation records; perform inspection and investigation duties as required.

Train, supervise and evaluate the performance of assigned staff; schedule, assign and review work; initiate disciplinary action as needed.

Ensure compliance with emission control regulations and policies relating to the licensing of emission control inspection stations and inspectors; review applications of businesses and individual inspectors to ensure suitability; conduct interviews if necessary to discuss problems in applications; prepare a recommendation for Licensing Coordinator.

Oversee the overt and covert inspection of licensed emission control stations to determine whether inspection checks are performed in compliance with State emission laws, policies and procedures; review emission control station vehicle testing failure rates and suspicious activity to determine if covert investigation is warranted.

Review case files of consumer complaints against licensed emission control stations; interview complainant and respondent; mediate resolution of the dispute, recommend administrative fines, or refer incidences of criminal action to the Compliance Enforcement Investigator; explain disposition of the complaint to all parties.

Review reports of vehicles that were observed to be smoking and in possible violation of air quality standards noted in the Federal Clean Air Act; answer vehicle owner inquiries regarding correspondence generated and explain required steps needed to meet the standards.

Compile, route and maintain files, statistics, and monthly activities for the Emissions Lab field office; maintain logs of vehicles that are assigned to the lab and ensure they are in proper operating condition.

Represent the department in administrative hearing and court proceedings; provide testimony as needed.

Participate in public relations activities to increase the public's and other agencies' knowledge of the motor vehicle emission control program and improve the program's effectiveness; schedule personnel to represent the department at public functions.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in business management, environmental sciences, engineering, automotive technology, or related field, and two years of work experience in automotive service management or in a regulatory capacity. The experience must have included responsibility for conducting administrative or operational investigations, and for writing reports; **OR** an equivalent combination of education and experience; **OR** two years of experience as an Emissions Control Technician in Nevada State service. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: investigative principles and accepted practices applicable to administrative and operational investigations **Ability to:** plan, organize and direct the work of others; read, interpret, and apply laws, regulations, policies and procedures governing a regulatory program; write statistical and investigative reports; perform basic mathematical calculations and fund management activities; independently complete assigned tasks; identify and set work load priorities for staff; communicate effectively orally and in writing; make effective public presentations; develop and maintain cooperative working relationships with agency staff, other enforcement officials, licensees, and the general public.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: State and federal emission control laws; agency regulations, policies, procedures and civil laws related to licensing and enforcing the State's emission control program. **Working knowledge of:** supervisory principles and practices; personnel administration policies and procedures; practices and methods used by emission inspection stations and employed inspectors in testing and correcting vehicle emissions; vehicle emission devices and equipment used in diagnosing vehicle emission sufficient to: effectively analyze and identify probable violations; explain emission testing methods and compliance requirements to emission station operators and inspectors, agency staff, the public, legal representatives and the courts.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.556

ESTABLISHED: 11/21/73
REVISED: 8/10/77
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