

## **JOB CODE SPECIFICATION**

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV39505</b>
<b>Job Class Code:</b>	<b>510</b>	<b>Salary Schedule:</b>	<b>ASRECDFO</b>
<b>EEO Category:</b>	<b>05</b>	<b>Grade:</b>	<b>03</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

<b>Job Code Established:</b>	<b>04/30/84</b>	<b>Effective Date:</b>	<b>04/30/84</b>
<b>Job Code Revised:</b>	<b>11/09/98</b>	<b>Effective Date:</b>	<b>07/01/98</b>
<b>Job Code Revised:</b>	<b>06/17/05</b>	<b>Effective Date:</b>	<b>3/01/05</b>
<b>Job Code Revised:</b>	<b>09/30/10</b>	<b>Effective Date:</b>	<b>06/26/10</b>
<b>Job Code Revised:</b>	<b>04/16/12</b>	<b>Effective Date:</b>	<b>05/01/12</b>
<b>Job Code Revised:</b>	<b>11/09/12</b>	<b>Effective Date:</b>	<b>11/01/12</b>

**JOB CODE SERIES:** Motor Vehicle Safety Series

**JOB CODE TITLE:** ENFORCEMENT & COMPLIANCE SERGEANT/SPECIALTY

**HRIS TITLE:** ECD SGT/SPECIALTY

**CHARACTERISTICS OF THE JOB CODE:** Under general supervision of an Enforcement and Compliance Services Area Manager, as a first-line working supervisor, plans, coordinates and provides day-to-day supervision of subordinates within an Enforcement and Compliance Division program. The ECD Sergeant/Specialty has the authority to interpret, communicate and enforce laws, administrative codes, regulations, policies and procedures limited to those sections specifically related to motor vehicles, within established guidelines and within a defined geographical area.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties. Supervises and participates in the daily operations of a subordinate staff; schedules hours and assignments; trains, evaluates, instructs and counsels subordinate workers; evaluates work and formulates plans for improvement

Vehicle Port Inspection: supervises a task force inspecting motor carriers; issues citations; traces origin and manufacturer's vehicle code numbers for identification; inspects commercial vehicles at truck terminals, ports of entry, and on the road; inspects commercial vehicles for compliance with local, state, and federal regulations concerning transportation of hazardous materials; computes, collects and accounts for fees, billings, or charges; locates and detains violators of the Title 28 motor vehicle law at a port of entry, on the basis of a court-authorized warrant, or motor vehicle division order

Field Enforcement: inspects vehicles, dealerships and salvage operation; cites violators; conducts sales of abandoned vehicles at auctions; prepares records of sales and revenues; completes form to comprise an annual or other periodic report on program activity; investigates complaints about service, referral, or other agency action; explains agency policies, procedures, and practices to applicants, clients, representatives of other agencies or outside individuals or groups

### **WORK CONDITIONS:**

Irregular work hours; resolves clientele problems under adverse conditions. Employees will be required to work in either the Vehicle Port Inspection program, located at the state ports of entry or the Field Enforcement program located within defined geographical areas statewide. Employees may be transferred from one program to another.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** motor vehicle laws, rules and regulations; law enforcement practices and procedures; inspection techniques and procedures; some investigative techniques and methods; HazMat regulations and procedures; supervisory principles and techniques

**Skill in:** interpreting motor vehicle laws, rules and regulations; resolving discrepancies and problems expeditiously; effectively motivating staff toward program accomplishments and services; conducting effective working relationships with the public and staff

**EXPERIENCE AND EDUCATION:** Typical ways to obtain the KSAs would be:

Experience as an ECD Officer

Experience as an operational supervisor in a law enforcement or regulatory program

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs)

**SPECIAL SELECTION FACTORS:** Must possess and maintain an Arizona P.O.S.T. Specialty Peace Officer certification at time of appointment. Must possess and maintain a current valid Driver License appropriate to assignment at time of appointment.