

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

VEHICLE EMISSIONS QUALITY ASSURANCE SPECIALIST
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions, located within the Division of Motor Vehicles, Department of Transportation, conducting quality assurance audits for contractor and fleet emissions testing operations. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses technical positions located within the Department of Transportation. Specific positions allocated to this classification function as the Vehicle Emissions Quality Assurance Specialists under sec. 110.20, Wis. Stats. in the Division of Motor Vehicles. These positions perform specialized audits of contractor and fleet emission testing operations for conformance with specific contractual requirements. These positions must act in accordance with code of federal regulations (CFR), specifically SS. 51.363 relating to quality assurance. Quality assurance as defined in CFR is a continuing program designed to discover, prevent or correct fraud.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions, which meet the statutory definition of supervisor or management as, defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which, for a majority of the time (i.e., more than 50%), perform driver licensing or vehicle registration/titling work and are more appropriately classified as Transportation Customer Representative 1-5 Field.
3. Positions which, for a majority of the time (i.e., more than 50%), perform compliance regulation duties and are more appropriately classified within the Consumer Protection Investigator series.
4. Positions which are NOT located at the Department of Transportation.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees enter positions within this classification series by competitive examination. Progression to the Objective level occurs through reclassification as the employee attains the specified training, education or experience. Movement to the Senior level may be through reclassification or may require competition.

II. DEFINITIONS

VEHICLE EMISSIONS QUALITY ASSURANCE SPECIALIST - ENTRY

Under close to limited supervision, this is the entry level for positions assisting in the audit of contractor and fleet emission testing operations for conformance with specific contractual requirements; auditing contractor and fleet operators emission test equipment to determine its accuracy for the recording and reporting of test results; investigating repair industry and motorists concerning quality control practices and vehicle emission testing procedures compliance with federal regulations; and providing consumer education in vehicle emissions technology, emissions warranty information and emissions testing program requirements.

VEHICLE EMISSIONS QUALITY ASSURANCE SPECIALIST - OBJECTIVE

Under general supervision, this is full performance level for positions which conduct quality assurance audits of contractor and fleet emission testing operations for conformance with specific contractual requirements; audit contractor and fleet operators emission test equipment to determine its accuracy of the recording and reporting of test results; and investigating repair industry and motorists complaints concerning quality control practices, and vehicle emission testing procedures compliance with federal regulations. Positions conduct random visits to repair shops within the testing area identified as performing emission related repair; and provide consumer education in vehicle emissions technology, emissions warranty information and emissions testing program requirements. Positions have the authority to close an inspection lane upon failing a quality assurance audit per Wis. Admin. Code Trans. 131.

VEHICLE EMISSIONS QUALITY ASSURANCE SPECIALIST - SENIOR

Positions at this level provide regulation and investigation work involving the development and performance of audit procedures for contractor and fleet operated emission test equipment and quality control maintenance. Positions independently schedule and conduct performance audits of contractor emission test equipment; plan and conduct informational presentations for repair shops identified needing program procedure information or technical assistance; plan, coordinate and conduct special projects with other state

agencies impacted by legislation and administrative rules governing the Inspection and Maintenance Program; process motorists' requests for a waiver from emission test requirements; and implement the state's vehicle emission inspection for fleets on a district level. Positions at this level are responsible for the selection, purchase and evaluation of program audit gases and other equipment requiring upgrading or replacement to meet program changes; the investigation and resolution of repair industry and motorist complaints concerning analyzer accuracy, contractor procedures; and other quality assurance related matters, including the training of State, contractor or other personnel. Positions have the authority to close an inspection lane upon failing a quality assurance audit per Wis. Admin Code Trans. 131 and are responsible for data analysis of audit results and other quality assurance information.

III. QUALIFICATIONS

The qualifications required for these positions would be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective May 21, 2000 and announced in Bulletin CLR\SC-112 to describe positions at the Department of Transportation which are responsible for conducting quality assurance contractor and fleet operated vehicle emission testing and quality control maintenance. This action is a result of the Regulation Compliance Investigator Survey. Positions in this classification were previously classified within the Regulation Compliance Investigator classification series. This classification series was modified effective March 7, 2004 and announced in Bulletin OSER-0016-MRS-SC to clarify the language in the progression series.

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