

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

MOTOR CARRIER INVESTIGATOR  
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future Motor Carrier Investigator positions located in the Department of Transportation, Division of State Patrol, Bureau of Transportation Safety. 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 represented 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

The positions in this classification work in the Department of Transportation, Division of State Patrol, Bureau of Transportation Safety, Motor Carrier Enforcement Section. Positions in this classification series are required under federal regulations to be certified by the Federal Motor Carrier Safety Administration (FMCSA) to conduct investigations and compliance reviews. Positions are responsible for the enforcement and prosecution of state and federal regulations and administrative orders related to interstate and intrastate motor carrier operations including drivers, facilities and equipment. Positions in this classification receive, investigate, adjudicate and respond to motor carrier enforcement and inspection challenges that extend across multi-jurisdictional boundaries.

C. Exclusions

Excluded from this classification are the following:

1. Supervisory or management positions as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are **not** located in the Department of Transportation, Division of State Patrol, Bureau of Transportation Safety.

3. Positions which for the majority of time conduct investigations regarding compliance or violations of statutes, rules, regulations, and/or administrative codes not related to motor carriers and are more appropriately classified as Consumer Protection Investigator.
4. Positions that require employees to be a sworn law enforcement officer as a condition of employment and are more appropriately classified as State Patrol Troopers, State Patrol Inspectors or Police Officers.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition. Positions filled at the Motor Carrier Investigator level may progress to the advanced level within this classification series through reclassification once it can be demonstrated that the position spends the majority of time on duties identified at the higher level.

## II. DEFINITION

### **MOTOR CARRIER INVESTIGATOR**

Positions review, investigate, adjudicate and respond to motor carrier enforcement and inspection requests. Positions are responsible for enforcing state and federal regulations related to interstate and intrastate motor carrier operations. Positions conduct compliance reviews and safety audits of motor carriers to determine safety fitness and compliance with state and federal regulations related to motor carrier operations. Work involves conducting onsite reviews, audits and investigations of motor carrier vehicles, drivers, facilities and equipment. Positions prepare reports on their investigations, which includes violations that occurred and any monetary fines being assessed. Positions will also issue compliance documents to motor carriers, such as out of service orders or administrative warnings. Work is performed under close progressing to limited supervision. Positions at this level require an extensive amount of training by FMSCA standards and will work under close supervision until training is complete and certification to perform independent investigations and compliance reviews is obtained.

### **MOTOR CARRIER INVESTIGATOR- ADVANCED**

This is the objective level for positions that review, investigate, adjudicate and respond to motor carrier enforcement and inspection challenges. Positions perform activities listed at the Motor Carrier Investigator level on an independent basis and may train other Motor Carrier Investigators on these activities. Positions provide guidance to others regarding motor carrier enforcement operations and are considered program experts on conducting compliance review and safety audits of motor carriers. Positions at this level have obtained all necessary federal certifications. Work is performed under general supervision.

## III. QUALIFICATIONS

The qualifications required for these positions will 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 specification was created effective June 30, 2013 and announced in Bulletin OSER-0325-MRS/SC as a result of a study of Consumer Protection Investigator positions. These positions were formerly classified as Consumer Protection Investigators.

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