

**CLASS TITLE: CHIEF, AUTO BODY AND AUTO WRECKING
AND SALVAGE OPERATIONS**

**Class Code: 02753500
Pay Grade: 33A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the operation of a statewide program designed to implement the regulation, licensing, and operation of auto body repair shops and auto wrecking and salvage yards within the state in accordance with the existing state laws; to do related work as required.

SUPERVISION RECEIVED: Works under the general administrative direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed for conformance to laws, policies, rules and regulations.

SUPERVISION EXERCISED: Plans, directs and reviews the work of a staff engaged in the regulations, licensing and supervision of auto body repair shops and auto wrecking and salvage yards.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the operation of a statewide program designed to implement the regulation, licensing, and operation of auto body repair shops and auto wrecking and salvage yards within the state in accordance with the existing state laws.

To participate in investigations resulting in complaints from consumers, the insurance industry, and law enforcement agencies with regard to auto body shops and auto salvage yards.

To review both new and renewal license applications to insure applicants meet all licensure requirements and that proper fees have been remitted.

To be responsible for the proper receipt and accounting of all monies.

To confer with officials of auto body or auto salvage firms relative to violations of laws and regulations and to make recommendations to such personnel in order to correct violations.

To compile and present evidence of violations at formal and informal hearings, and at judicial proceedings, and make recommendations relative to the suspension or revocation of the licenses of violators.

To supervise the preparation for data for the Department Director, and the Associate Director, Division of Licensing and Consumer Protection.

To coordinate the overall records management and retention program of the unit.

To speak, as required, before consumer groups and trade organizations.

To assess program needs and assist in drafting proposed legislation.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the State Auto Body Repair Shop and Auto Wrecking and Salvage laws, and the ability to apply such knowledge in the administration of programs to enforce said laws; a thorough knowledge of the principles, practices and techniques for the conduct of proper and thorough investigations; the ability to plan, supervise, and review the work of others; the ability to gather pertinent data in the preparation of reports of violations; the ability to establish and maintain effective working relations with superiors, the general public and company representatives; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized; and

Experience: Such as may have been gained through: employment in a responsible supervisory capacity administering a regulatory program insuring compliance with laws and pertinent regulations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: September 22, 1991

Editorial Review: 3/15/03