

CLASS TITLE:

**CHIEF OFFICE OF
ENFORCEMENT AND INSPECTIONS
(DOA)**

Class Code: 02520200

Pay Grade: 37A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for ensuring the professional integrity and proper conduct of the Department of Administration and its personnel through surveys and investigations into incidents, operational activities and administrative practices; to serve as a Secretary to the Motor Vehicle Dealers License Commission; to perform responsible duties in connection with the licensing of motor vehicle dealers as required by the Motor Vehicles Code Act; to be responsible for all law enforcement activities of the Division of Motor Vehicles; to direct, administer and enforce motor vehicles laws, rules and regulations concerning traffic violations, motor vehicle accidents and violations of other laws, and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of Administration with latitude for the exercise of initiative and independent judgement; work is reviewed through reports and conferences for conformance to guidelines, law and relevant court decisions.

SUPERVISION EXERCISED: Plans, organizes, coordinates, and supervises the work of staff members to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for ensuring the professional integrity and proper conduct of the Department of Administration and its personnel through surveys and investigations into incidents, operational activities and administrative practices.

To determine the need for and methodology of surveys and investigations of the various administration operations; to direct the actual conduct of surveys and investigations and insure that all necessary information is obtained; to review the information obtained and determine whether laws or policies have been violated; to prepare reports on the findings of surveys and investigations and to make recommendations in regard to corrective measures; to monitor the corrective measures prescribed in response to deficiencies discovered in various investigations; to investigate charges against personnel and to assist local police in such investigations; to coordinate investigations with departmental officials criminal justice agencies and governmental administrators as necessary; to testify at hearings and at criminal proceedings and to give expert testimony relative to investigations.

To perform responsible duties in connection with the licensing of motor vehicle dealers as required by the Motor Vehicle Code Act; to receive applications for Motor Vehicle Dealer's License, both new and renewal; to examine such applications to insure that they are correctly prepared and to analyze accompanying financial statements of the applicant to determine whether or not the posting of Surety Bond should be required; to supervise and participate in the making of investigations concerning applications for Dealer's License and/or reported violations of the Motor Vehicle Code Act as it relates to motor vehicle dealers; to submit to the Motor Vehicle Dealers License Commission all applications and reports of investigations thereof; to receive complaints from private individuals concerning motor vehicle dealers; to personally resolve the more routine complaints and refer those of a major or difficult nature to the Commission with a report of the investigation thereof; to act as Secretary at hearings held by the Commission; to carry out the decisions of the Commission; to be responsible for the receiving of and accounting for all dealers' license fees.

To be responsible for all law enforcement activities of the Division of Motor Vehicles; to advise and assist the Assistant the Motor Vehicle Administrator for Safety and Regulations in the development and/or improvement of programs, objectives, policies and operating standards; to direct, administer, and enforce

motor vehicle laws, rules and regulations concerning traffic violations, motor vehicle accidents and violations of other laws; to direct investigations and take necessary action to have violators prosecuted and violations corrected; to work effectively with state and local police in the enforcement of laws and regulations; to be responsible for all hearings and to conduct certain hearings with the authority to suspend or revoke licenses and/or registrations subject to appeal; to be responsible for the maintenance of record files pertaining to hearings, investigations and other pertinent information; to participate in the development of highway safety and driver safety programs; to hold periodic staff meetings with subordinate personnel to discuss and resolve difficult problems and to coordinate their activities; as required, to assist in personnel administration, and the adjudication of labor relations matters.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques pertaining to investigative service; a thorough knowledge of laws, policies, procedures and court decisions relating same; a thorough knowledge of the techniques and methodologies used in conducting investigations and surveys, and the skill to properly perform such investigations and surveys; a working knowledge of the procedures and rules governing conduct of administrative and criminal investigations; the ability to interview witnesses, examine physical evidence and to critically interpret such statements and evidence; the ability to establish and maintain effective working relationships with departmental, criminal justice and other officials; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in law, law enforcement or criminal justice; and

Experience: Such as may have been gained through: employment in a responsible administrative position in a public or private agency involving law enforcement, security or investigative activities, and

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

SPECIAL REQUIREMENT:

Conditions for appointment:

1. Must possess a Motor Vehicle Operator's License issued by the State of Rhode Island.
2. Must meet the State of Rhode Island qualification requirements to carry weapons used in the performance of duty.
3. Must have successfully completed the basic training requirements and standards as established for police officers by the State of Rhode Island commission on Standards and Training (Chapter 42-28-2 of the General Laws of Rhode Island, as amended) to be evidenced by graduation from the Municipal Police Training Academy, or a comparable law enforcement training program.

Class Revised: November 19, 2000

Editorial Review: 3-15-2003

