

CLASS TITLE: CHIEF PUBLIC PROTECTION INSPECTOR

Class Code: 02204400
Pay Grade: 32A
EO Code: D

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 perform inspectional activities of a confidential nature related to the regulatory sections and units which comprise the Division of Commercial Licensing and Regulation in the Department of Business Regulation; and 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 judgment; 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; and as related to the regulatory sections and units which comprise the Division of Commercial Licensing and Regulation in the Department of Business Regulation.

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, insurance submissions, and law enforcement agencies with regard to auto body shops and auto salvage yards.

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

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, the Deputy Director, Division of Licensing and Consumer Protection.

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

To assess program needs and assist in drafting proposed legislation.

To perform inspectional activities of a confidential nature related to the regulatory sections and units which comprise the Division of Commercial Licensing and Regulation in the Department of Business Regulation.

To conduct difficult and routine investigations relative to the regulation and enforcement of the laws relating to the licensing of real estate agents and brokers, alcoholic beverage industry, alarm system installers, travel agencies and agents, auto wrecking and salvage yards, automobile

body repair shops, auto salvage re-builders, mobile home parks, and the manufacture or sale of articles of bedding and upholstered furniture.

To conduct difficult and routine investigations relative to the regulation and enforcement of the laws, including unit pricing, gasoline stations, auctioneers, and permits issued to health clubs.

To investigate complaints related to the division's regulatory jurisdiction.

To prepare written reports concerning investigations and results obtained.

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 state and other relevant consumer laws and regulations and the ability to interpret and apply such laws and regulations to insure the protection of public interest; a thorough knowledge of the statutes relating to false and/or misleading advertising; the ability to make field investigations and inspections; the ability to supervise and review the work of others engaged in investigatory and inspectional duties; the ability to prepare written reports; 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 written 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 standing; 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 and in a responsible position involving the making of field investigations involving consumer-related activities or investigations concerning the regulation and enforcement of law.

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

Editorial Review: 3/15/03

Class Revised: March 10, 2013