

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Motor Carrier Compliance Auditor

Class Code: 060233

Pay Grade: GI

A. Purpose:

Directs a Federal Motor Carrier Safety Administration program which includes developing and administering federal grant activities, preparing mandatory reports, records, and files, conducting audits of new motor carrier entrants, and developing educational programs to assist companies operating as commercial carriers.

B. Distinguishing Feature:

Motor Carrier Compliance Auditor administers a program on behalf of the Federal Motor Carrier Safety Administration which includes independently planning and conducting safety and hazardous materials compliance safety audits and is assigned responsibility for promoting and enforcing the Federal Motor Carrier Safety Regulations, Hazardous Material Regulations, and other applicable regulations.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Develops methods for motor carriers to achieve Federal Motor Carrier Safety Regulation and Hazardous Material Regulation compliance.
 - a. Develops, recommends, and implements program policies and procedures.
 - b. Monitors federal motor carrier law, rules, and regulations.
 - c. Develops program training curriculum and procedures.
2. Plans and conducts safety and hazardous materials audits of motor carriers to assess compliance with applicable regulations.
 - a. Recommends which motor carriers to be included in a compliance audit.
 - b. Conducts on-site inspections.
 - c. Conducts in-depth inspections of the motor carriers' vehicle fleet.
 - d. Reviews motor carrier operating practices.
 - e. Examines contract arrangements.
 - f. Reviews route structures.
 - g. Examines operating authorities, business organizations, and business relationships.
 - h. Conducts in-depth reviews of record keeping systems used by the motor carriers and hazardous material shippers.
 - i. Conducts North American Standards Level 1 and hazardous material safety inspections.
 - j. Monitors motor carrier operations to ensure operational uniformity and compliance.
3. Evaluates audit findings and determines whether violations have occurred.
 - a. Convinces motor carriers of the economic desirability of safe operations.
 - b. Secures motor carrier agreement for corrective action.
 - c. Develops a detailed plan for correction action.
 - d. Develops and provides training on proper methods of operation based on analysis and audit findings.
 - e. Provides follow up assistance to ensure motor carrier compliance.

4. Prepares written reports of audit findings and drafts letters and memoranda.
 - a. Prepares detailed audit reports for the Federal Motor Carrier Safety Administration.
 - b. Responds to inquiries from industry representatives and the general public.
 - c. Drafts correspondence on behalf of state and federal agency officials.
 - d. Investigates violations and prepares findings of fact.
 - e. Provides oral and written interpretation of the motor carrier safety and hazardous materials regulations.

5. Provides technical assistance to motor carriers.
 - a. Assists with installation and operation of industry software programs.
 - b. Provides training and assistance to motor carriers ensuring proper reporting to the Federal Motor Carrier Safety Administration.
 - c. Coordinates and participates in meetings with state, local, federal, regulatory agencies, and motor carriers.
 - d. Develops programs to increase cooperation in the motor carrier industry.
 - e. Promotes safety education during compliance safety audits of motor carriers and hazardous material shippers.

6. Writes grant applications; and administers, coordinates, and monitors grant activities to ensure consistent and sufficient allocation of funding for the program.
 - a. Coordinates and compiles information and completes grant applications.
 - b. Monitors progress and costs to ensure sufficiency of allocated funding and amends grants to accommodate changes from original plans.
 - c. Monitors fund accounts and recommends spending action based on fund balances.
 - d. Obtains information and documentation necessary to complete and write required grant reports.
 - e. Assists in coordinating reports and documentation for grant renewals.

7. Performs other work as assigned.

D. Reporting Relationships:

Reports to the Highway Patrol Motor Carrier Commander. Will supervise other staff.

E. Challenges and Problems:

Challenged to independently plan and conduct compliance safety audits designed to uncover a wide range of safety and compliance problems. This often involves working with a wide range of motor carriers, operating situations, fragmented records, and/or complex organizational structures. These challenges combine to complicate identifying the compliance issues, documenting the audit findings, defining the problem, and determining the corrective action plan.

Also challenged to use appropriate judgment in selecting, interpreting, adapting, and independently applying appropriate guidelines to the particular situation or problem to accomplish the objectives of the compliance audit.

Problems include the lack of specificity in the operations manual, agency policy directives and technical bulletins, precedent decisions and interpretations, standing oral instructions, and Federal motor carrier safety and hazardous materials regulations.

F. Decision-making Authority:

Decisions made include planning and conducting comprehensive safety audits, interpreting federal motor carrier laws, interpreting and maintaining policies and procedures, content and extent of training courses, enforcement methods, corrective action for audit findings, and negotiating corrective compliance plans for carriers.

Decisions referred include recommendations to the Federal Motor Carrier Safety Administration to suspend the operating authority of non-compliant motor carriers.

G. Contact with Others:

Daily contact with motor carrier officials and their employees, drivers, State and local law enforcement personnel, and other specialists to discuss federal law compliance, answer questions, investigate violations, discuss corrective action, and provide training programs. Regular contact with Highway Patrol administration and Federal Motor Carrier Safety Administration to discuss operational aspects of the program to include legal direction and grant proposals.

H. Working Conditions:

Work is usually performed in an office environment although the compliance audits are often done at the motor carrier's facility requiring frequent travel and the potential for exposure to hazardous materials.

I. Knowledge, Skills and Abilities:

Knowledge of:

- principles, methods, practices, and legal requirements of motor carrier safety;
- compliance safety audit and technical assistance program activities;
- Federal motor carrier regulations;
- hazardous materials regulations;
- precedent decisions and interpretations of federal law and regulations;
- reactions of hazardous commodities to various environmental conditions and of safe procedures for containing or controlling fires, explosions, or leaks of such materials;
- exemptions and exceptions applying to different carriers;
- business and operating practices, corporate structures, subterfuges, and safety compliance problems of interstate motor carriers and shippers.

Ability to:

- apply required knowledge in implementing a comprehensive compliance program;
- detect and document serious violations even when the evidence is fragmented or has been deliberately falsified;
- identify the root causes of complex safety and compliance problems;
- develop and negotiate practical solutions to identified problems;
- apply fact finding or investigative techniques to establish the nature and seriousness of a compliance problem through personal interviews, selective review of a carrier's business records, and personal observations;
- recognize discrepancies and deficiencies in operating records and statements made by witnesses;

- search out available corroborative and additional information to resolve issues;
- successfully pass all requirements associated with new entrant auditor training;
- acquire and maintain certification as defined by the Federal Motor Carrier Safety Administration.