

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Public Utilities Transportation Examiner

SERIES NO.:

2312

MAJOR AGENCIES:

Public Utilities Commission only

EFFECTIVE DATE:**SERIES PURPOSE:**

The purpose of the public utilities transportation examiner occupation is to perform on-site audits of motor carrier operations to ensure compliance with applicable state laws & regulatory requirements.

At the full performance level, incumbents independently perform on-site audits of motor carrier operations.

CLASS TITLE:

Public Utilities Transportation Examiner

CLASS NUMBER:

23121

EFFECTIVE DATE:

08/09/1992

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of auditing practices & procedures, motor carrier equipment safety practices, applicable state laws & public utilities regulatory requirements for auditing records of motor carrier operations in order to independently perform on-site audits of motor carrier operations.

CLASS TITLE: Public Utilities Transportation Examiner	CLASS NUMBER: 23121	BARGAINING UNIT: 07
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EFFECTIVE DATE:

08/09/1992

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently performs onsite audits of motor carrier operations to ensure compliance with all applicable regulatory requirements (e.g., audits carrier records; checks record of duty status; evaluates cargo billing; audits medical certificates), inspects carrier equipment for safety violations, conducts follow-up audits to ensure carrier attention to cited violations, appraises carriers of applicable laws, rules & regulations, makes recommendations & provides related information, responds to & resolves carrier complaints, files affidavits with court & serves motor carrier; provides clarification of applicable laws, rules & regulations to prosecutors & prepares & presents testimony at informal hearings &/or civil & municipal courts regarding audits.

Analyzes audit results, formulates conclusions & prepares detailed audit report reflecting violations cited, recommendations & related information; completes daily activity log & mails it to central office location.

Acts as team leader (e.g., provides training & work direction to co-workers on given assignments) on project basis as assigned.

Conducts special investigations (e.g., complaints & insurance investigations); operates lap-top computer to enter/retrieve data; attends computer training to learn to operate lap-top computer & in-service training.

MAJOR WORKER CHARACTERISTICS:

Knowledge of applicable state laws & Public Utilities Commission regulatory requirements, rules & auditing procedures governing areas audited (e.g., carrier records, bills of lading); motor carrier equipment safety; public relations; mathematics to include fractions, decimals & percentages. Skill in use of lap-top computers & microfiche reader*. Ability to interpret extensive variety of technical material in books, journals & manuals; use proper research methods in gathering data; work independently on most tasks; handle sensitive inquiries from & contacts with officials of carrier operations; gather, collate & classify information about data, people or things; develop detailed audit reports reflecting audit results, conclusions & recommendations.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. in applicable state & Public Utilities Commission regulatory requirements, rules & procedures pertaining to areas audited (e.g., motor carrier operational records, bills of lading); 1 course or 3 mos. exp. in public relations; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

On-going job training.

UNUSUAL WORKING CONDITIONS:

Requires overnight travel approximately 25% of the time; may be exposed to hazardous materials, dust, fumes & inclement weather.