



**Classification:** CVE Program Specialist

**Title Code:** -

**Pay Range:** -

**POSITION SUMMARY:** This position is responsible for coordinating and implementing Commercial Vehicle Officer (CVO) recruitment activities, as well as mentoring and supervision of assigned personnel. This person will also be responsible for assisting with other Commercial Vehicle Enforcement Division related administrative duties as assigned. General direction is received from the designated supervisor, but considerable independent judgment and discretion is exercised in providing supervision of the program.

**DESCRIPTION OF DUTIES PERFORMED** (Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

In addition to the duties performed by CVE personnel in the field, this employee:

Directly supervises and evaluates the work activities of subordinates. Provides direction, guidance, coaching, and counseling to subordinates.

Performs a variety of administrative duties (e.g., maintains employee time records, approves/disapproves leave requests, conducts performance evaluations, employee development, etc.); as well as prepares appropriate reports and correspondence for director's approval and signature.

Coordinates with the Recruiting and Community Outreach Division (RCOD) all aspects of CVO recruitment, to include developing/releasing recruiting brochures and social media content; scheduling/attending career fairs; establishing/maintaining candidate contact/mentoring; conducting research on best methods; etc.

Assists the with the managements of the Federal Motor Carrier Safety Administration Data Q system, to include ensuring report accuracy and resolving disputes and/or challenges with commercial vehicle industry representatives.

Assists with the management of the Hazardous Materials and Level VI Inspection program.

Assists the public, trucking associations, state and federal agencies, and components within the Patrol regarding commercial vehicle rules and regulations.

Works closely with the Patrol's information technology division to ensure all CVE related computer software is up-to-date and is provided to field personnel in an efficient manner; ensures that all information submitted by the Patrol into Federal data bases are completed in a timely and accurate manner.

Resolves inspection report discrepancies between motor carriers and field officers.

Manages the Commercial Vehicle Safety Alliance (CVSA) decal accountability and distribution.

Reviews new laws, federal regulations, and internal policies and procedures; incorporates any updates and changes into the training manuals and policies as appropriate.

Represents the division at various special events, meetings, and conferences relating to hazardous materials; conducts presentations to public service organizations and other interest groups.

Performs job-related travel as needed.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of Patrol policies, practices, and procedures to include, but not limited to commercial vehicle enforcement.

Thorough knowledge of the laws and regulations that govern the operation and use of commercial vehicles.

Thorough knowledge of the basic techniques, practices, and procedures used in commercial vehicle enforcement operations.

Considerable knowledge of Federal Hazardous Material Regulations and Hazardous Material First Responder protocol.

Considerable knowledge of Federal Motor Carrier Safety Regulations.

Considerable knowledge of the principles and practices of supervisory and management techniques.

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of decision-making techniques and fundamentals of oral and written communication.

Working knowledge of the agency's functions and their inter-relationships, to include MSHP's policies, procedures, rules and regulations.

Working knowledge of computer operating systems as they pertain to related programs and technical services.

Working knowledge of the Safetynet System and accident reporting criteria.

Possess good public speaking skills and the ability to interact with a variety of business professionals.

Must be skilled in time management techniques and prioritization.

Must possess excellent interpersonal skills to deal effectively with various personalities.

Ability to analyze, direct, and manage the implementation of special projects, assignments, and programs.

Ability to prepare and maintain standards, policies, procedures, guidelines, and technical manuals.

Ability to develop lesson plans and instruct courses.

Ability to develop and present before large groups of people in a professional manner, to include training sessions, meetings, briefings, etc.

Ability to work closely as a cooperative team and display professionalism and team leadership in the training and supervision of others, to include the monitoring and evaluation of others.

Ability to work independently in an organized, efficient manner and exercise independent judgement and discretion.

Ability to provide technical assistance and guidance in work methods and program procedures.

Ability to complete applicable technical training courses as specified by the component director.

Ability to perform research and analyze information into reports and/or presentations.

Ability to make oral and written reports and presentations clearly, concisely, and effectively.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to comprehend, communicate, and enforce state and federal laws and regulations governing commercial vehicles with firmness, tact, and impartiality.

Ability to operate assigned departmental vehicle at a high rate of speed as needed and under varying, stressful conditions to apprehend violators and respond to emergency situations.

Ability to exercise diplomacy and patience in dealing with a variety of individuals (in potentially hostile situations) with firmness, tact, and impartiality necessary to enforce commercial vehicle laws and regulations.

Ability to safely and properly fire, load/unload Patrol firearms, as well as the ability to properly use and maintain OC aerosol, an ASP baton, handcuffs, and an assigned firearm.

Ability to gain and maintain physical control of persons when making a custodial arrest.

Ability to operate a firearm, pepper mace, asp baton, and handcuffs in accordance with all applicable laws.

Ability to recertify as a first responder and in all necessary recertifications required with assigned duty weapon.

Ability to exercise patience and diplomacy in dealing with the public.

Ability to lift and transport equipment necessary to complete job duties (e.g., portable scales, hydraulic jacks, etc.).

Ability to position self and equipment under, in, around, and over vehicles and cargo being inspected.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to maintain composure while under cross-examination regarding personal and professional qualifications and defend findings of fact and subsequent enforcement action(s) taken in court.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to prepare evidence for presentation in court.

Ability to maintain complex records and files.

Ability to work independently.

Ability to work outdoors in inclement weather.

Ability to report for work on short notice to assist with the investigation of commercial vehicle accidents, or other related emergencies.

Ability to perform job-related travel, as needed.

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Must be currently classified at, or above the level of a Commercial Vehicle Officer I, having successfully completed the associated training period and maintaining all federal certifications. CVO(s) must currently possess a valid commercial vehicle enforcement commission.

If the successful candidate holds the position of CVO I, he/she must successfully complete the required three year period as CVO I in CVED at GHQ before being promoted to CVO II.

If the successful candidate holds the position of CVO II, he/she must successfully complete a one year period as CVO II in CVED at GHQ, and successfully complete a job-related examination, as specified by the Director of CVED, before being promoted to CVO Supervisor I.

If the successful candidate holds the position of CVO Supervisor I, he/she must successfully complete a one year period as CVO Supervisor I in CVED at GHQ, and successfully complete a job-related examination, as specified by the Director of CVED, before being promoted to CVO Supervisor II.

If the successful candidate holds the position of CVO Supervisor II, he/she must successfully complete a one year period as CVO Supervisor II in CVED at GHQ, and successfully complete a job-related examination, as specified by the Director of CVED, before being promoted to CVO Chief.

**NECESSARY SPECIAL REQUIREMENTS:** Must be a citizen of the United States.

Must possess and maintain a valid driver license.

Must obtain and maintain a valid CVE commission.

Must reside within 50 nautical miles of General Headquarters.

Successfully complete, or possess, certification in Level VI North American Standard Inspections (or as soon as scheduling permits, successfully complete North American Standard Inspections Level VI training or become certified in Level VI North American Standard Inspections).

Successfully complete training and maintain all certifications from the Federal Motor Carrier Safety Administration, National Training Center, required for the instruction of handling and inspecting of hazardous materials.

Successful completion of the Patrol's Police Instructor School within 12 months of appointment or as soon as scheduling will allow.

Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. The sole exception is that one traditional band style ring tattoo may be displayed on a single finger. Any such ring tattoo will not extend beyond the proximal phalanx. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.

Pursuant to the federal Gun Control Act, any person who has ever been convicted of a misdemeanor involving domestic violence is prohibited from possessing any firearm or ammunition. The law defines a misdemeanor crime of domestic violence as an offense, under either state or federal law, where the crime has "as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon; committed by a current or former spouse, parent or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim."

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.