

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

VEHICLE EMISSION QUALITY ASSURANCE AUDITOR

POSITION CODE: 47584

Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs technical quality assurance/quality control audits of vehicle emission test stations, which are operated pursuant to the Vehicle Emission Inspection Law, including: oversight of the contractor selected to operate the test stations; verification of the calibration and accuracy of the testing equipment utilized in the performance of vehicle emission tests; inspection of test stations and property for proper maintenance and appearance; the collection of information and data used to compile various reports; the compilation and writing of various reports; oversight of independent fleet testing facilities; responds to inquiries concerning the operation and requirements of the Vehicle Emission Test Program, applicable state and federal law, and consumer protection resources.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts technical quality assurance/quality control audits, either overt or covert, of vehicle emission test stations to determine whether vehicle emission tests are being performed properly and in accordance with applicable laws and regulations, and the contract with the test company.
2. Conducts technical quality assurance/quality control audits of equipment utilized in the Vehicle Emission Test Program to verify the calibration and accuracy of exhaust gas analyzers, computers, tachometer systems, and related equipment used in the performance of vehicle emission tests.
3. Conducts oversight audits of the contractor's employee training program to ensure training is done in accordance with the contract; may include direct observation of employee training and review of employee certification records maintained by the contractor.
4. Conducts quality assurance/quality control audits of vehicle emission test stations and property for proper maintenance and appearance.
5. Independently schedules and completes day-to-day activities based on established work objectives; adjusts work plan according to operational needs; responsible for follow-up audits/inspections of facilities.

## VEHICLE EMISSION QUALITY ASSURANCE AUDITOR (Continued)

6. Collect, enter, manipulate and analyze data using a personal computer; designs various computer programs to accommodate statistical needs; writes reports regarding various operational aspects of the Vehicle Emission Test Program, including but not limited to lane closures, wait times and vehicle equipment tampering.
7. Conducts technical quality assurance/quality control audits of independent fleet self-test operations to ensure accuracy of exhaust gas analyzers and other related equipment, adherence to established test procedures and proper record keeping, in accordance with applicable laws and regulations.
8. Collect data for submission to the U. S. Environmental Protection Agency regarding quality assurance and quality control of the Vehicle Emission Test Program, including but not limited to an annual vehicle compliance sticker survey.
9. Assist with program evaluation, including but not limited to research, development, implementation and assessment of the Vehicle Emission Test Program.
10. Speak with the general public, responding to inquiries from individuals or groups, and represent the program at public functions including but not limited to seminars and conferences.
11. Testify in court providing verification of the calibration and accuracy of testing equipment utilized in the performance of vehicle emissions tests.
12. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to high school with two years of work experience in the fields of vehicle emission testing, and/or automotive technology, and/or quality assurance/quality control inspection or audits.

## VEHICLE EMISSION QUALITY ASSURANCE AUDITOR (Continued)

Knowledges, Skills and Abilities

Requires working knowledge of vehicle emission inspection standards, including applicable state and federal laws and regulations.

Requires working knowledge of basic accounting principles.

Requires elementary knowledge of various types of gases; basic understanding and/or working knowledge of their uses, combinations, concentrated levels, exceeds, etc., associated with exhaust emissions.

Requires elementary knowledge of computer hardware, software and data input.

Requires good hearing and verbal communication skills.

Requires the ability to learn, understand, interpret and apply quality assurance/quality control functions and audit techniques and procedures.

Requires ability to prepare and present expert court testimony in an effective manner.

Requires the ability to conduct technical quality assurance audits of all aspects of the various operational phases of the Illinois Vehicle Emission Test Program.

Requires the ability to understand, interpret and apply statutory requirements, laws, rules, regulations and procedures.

Requires the ability to follow oral and written instructions and directives.

Requires the ability to prepare and maintain clear and concise reports.

Requires the ability to operate a personal computer and the software applications utilized.

Requires the ability to operate field equipment, such as an exhaust gas analyzer, a tachometer, basic automotive tools, vehicle emission testing devices, camera equipment and recording equipment.

Requires the ability to clearly explain test results, and program information and policies in general terms to motorists, in group or individual settings.

Requires the ability to recognize by sight various automotive emission control components and to verify automotive repairs by checking component replacement.

Requires the ability to remain standing the majority of the work day and to tolerate elevated levels of auto emissions which may be a potentially hazardous to those subject to or affected by heart and/or lung disorders.

Requires possession of an appropriate valid driver's license.