

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
MOTOR CARRIER INVESTIGATOR

JOB DESCRIPTION

Employees in this job serve as Motor Carrier Investigators with responsibility for investigative assignments related to the review of corporate records or hazardous materials transportation and other specialized areas identified by the agency and accepted by Civil Service.

There is one classification in this job.

Position Code Title - Motor Carrier Investigator

Motor Carrier Investigator 11

This is the experienced level. Considerable independent judgment is required to determine the existence of a criminal, civil or administrative violation of law, rules or regulations through the systematic search for evidence through physical evidence, interviewing of witnesses and use of informants.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Receives, reviews and investigates complaints filed by shippers, receivers, motor carriers, various departments within the state, divisional staff members, elected officials, other state or industry-related representatives, or the general public for possible civil or criminal infraction.

Examines vehicles transporting hazardous materials to determine compliance with laws and regulations governing the transport of chemicals, gases, toxins, and other hazardous materials.

Determines the existence of a criminal, civil, or administrative violation of law, rule or regulation using investigative methods and techniques.

Conducts surveillance of carriers' activities and systematically searches for evidence by examining physical evidence, interviewing witnesses and using informants.

Assists prosecuting attorneys and the Attorney General in the preparation of cases, presentation of evidence and provision of testimony regarding violations of the trucking industry.

Systematically examines corporate documents associated with commercial vehicle transportation to discover, develop and protect evidence and properly records relevant information from such documents for use in criminal or administrative proceedings.

Works closely with prosecuting attorneys and the Attorney General, federal and state personnel, industry personnel, divisional staff, and other sources in gathering and documenting evidence of motor carrier violations.

Conducts personal interviews with cooperative and hostile persons to obtain information relative to a motor carrier investigation.

Reconstructs violations of pertinent laws and regulations including the Code of Federal Regulation (Title 49), the Michigan Fire Prevention code (Act 207), federal safety and hazardous materials transportation regulations as adopted by the Motor Carrier Safety Act (Act 181), and other state criminal and regulatory statutes.

Identifies hazardous materials or substances involved in transportation incidents.

Provides guidance to or conducts training programs for industry officials on record keeping requirements, hazardous materials packaging, and other motor vehicle regulations.

Maintains records and prepares reports relative to the work.

Participates in in-service and specialized training.

Performs related work as assigned.

May be required to perform the full range of enforcement officer duties as described in the composite position description for the State Police Motor Carrier Officer-E.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive knowledge of the Motor Carrier Safety Act and rules promulgated by the Michigan State Police, Motor Carrier Division, as well as federal rules and regulations pertaining to the component checks required for a Safety Audit or a Compliance Review.

Thorough knowledge of the Fire Prevention Act, as well as federal rules and regulations pertaining to required safety equipment, driver qualification standards, and operating procedures as they apply to the transportation of hazardous materials.

Thorough knowledge of the Motor Carrier Act and rules promulgated by the Michigan Public Service Commission, as well as operating procedures within the Commission.

Considerable knowledge of criminal investigation techniques and procedures.

Considerable knowledge of criminal laws related to fraud and misrepresentation.

Considerable knowledge of state and federal laws related to motor carrier operations and the trucking industry.

Considerable knowledge of transportation-related documents used by motor carrier businesses.

Considerable knowledge of interviewing techniques necessary to conduct investigations of motor carrier industries.

Considerable knowledge of obtaining and documenting information through visual observations and interviews.

Considerable knowledge of the business practices and various legal forms of ownership common to the motor carrier industry.

Considerable knowledge of the operating procedures within the Michigan Public Service Commission.

Considerable knowledge of hazardous materials, its proper transportation methods, and methods to employ under emergency conditions.

Ability to provide expertise in identifying hazardous materials under emergency circumstances and to direct others while under stressful conditions.

Ability to observe critically and ascertain information regarding illegal motor carrier and hazardous materials shipper activities.

Ability to conduct investigations through the systematic search for evidence.

Ability to follow complex written and oral instructions.

Ability to provide courtroom and/or administrative hearings testimony.

Ability to maintain accurate records and to prepare written reports.

Ability to use and maintain assigned firearms.

Ability to work with multiple computer applications and utilize various computer and web-based information systems.

Working Conditions

Employees are located in the Motor Carrier Division of the Department of State Police.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to be exposed to inclement weather conditions.

An employee may be assigned to work any day of the week or on any shift.

Physical Requirements

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

The job duties require an employee to work under stressful conditions.

Education

Possession of a high school diploma or a GED Certificate and successful completion of the State Police Training Academy Motor Carrier School.

Experience

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Two years of experience equivalent to a Motor Carrier Officer, including one year equivalent to a Motor Carrier Officer E10.

Special Requirements, Licenses, and Certifications

Positions in this class are test-designated and subject to pre-appointment, random-selection, and post-accident drug and alcohol testing.

Continued successful completion of specialized training programs as required by federal or state legislation or State Police policies.

The ability to obtain a valid Michigan driver's license.

Possession of a valid driver's license.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

MCINVGTR

Job Code Description

MOTOR CARRIER INVESTIGATOR

Position Title

Motor Carrier Investigator

Position Code

MCINVGTR

Pay Schedule

A02-020

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07/30/2017