



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

KSP REGIONAL SUPERVISOR

Job Number: 21002550

Job Code: 23010V231216

Job Group: 2300 - POLICE PROTECTION

Job Established: 11/16/2018

Job Revised: 12/16/2023

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises employees in the administration of driver's license examinations and road test examinations in an assigned region by providing oversight and training to ensure employees deliver appropriate services in accordance with regulatory requirements. OR Supervises employees in the performance of vehicle and hazardous materials inspections in an assigned region by providing oversight and training to ensure compliance with motor carrier laws and regulations under Motor Carrier Safety Assistance Program.

MINIMUM REQUIREMENTS:

EDUCATION:

High School Graduate

EXPERIENCE, TRAINING, OR SKILLS:

Must have four years of experience as a driver's testing examiner, or four years of experience as a commercial motor vehicle inspector under the North American Standard, or two years supervisory experience plus two years of experience as a driver's testing examiner.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be 21 years of age. Must possess a valid driver's license prior to employment in this job classification. Must successfully pass

an extensive background investigation prior to employment. Must be certified by the American Association of Motor Vehicle Administrators; OR Must be certified under the North American Standard, Federal Motor Carrier Safety Administration/ Commercial Vehicle Safety Alliance requirements. Must maintain any required Licensure(s), certification(s), or other credential for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides first level supervision and evaluation to driver's testing examiners and commercial vehicle inspectors. Develops staffing plans and resource allocation plans to provide administrative and equipment support to staff. Visits driver's testing examiners or commercial vehicle inspectors on a scheduled and unscheduled basis to supervise, evaluate, and support their efforts. Prepares and presents training programs to agency staff. Conducts orientation of new staff. Delegates duties to appropriate staff. Attends team meetings. Issues verbal and written reprimands. Performs duties of a driver's testing examiner or commercial vehicle inspector as needed. Validates accuracy of employees' time sheets.

UNIQUE PHYSICAL REQUIREMENTS:

Will need to be able to repeatedly get in and out of vehicles during the work day in the performance of testing duties. Incumbents employed within a Vehicle Enforcement organizational unit must possess the ability to walk, climb, stoop, or crawl on and under vehicles to physically inspect them.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting or at weight facilities conducting vehicle inspections. May require frequent travel throughout the state.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.