Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Motor Vehicle Supervisor Series

Classes in the Series

Class Code	Class Title
86362	Motor Vehicle Captain
86364	Motor Vehicle Commander
86365	Motor Vehicle Commander Uniform

Series Concept

Positions in this series are Certified Peace Officers responsible for enforcing state laws and federal regulations on commercial vehicles and drivers to protect public property and life. These positions also ensure the preservation of the highway system and enhance highway safety through the inspection of commercial vehicles and drivers for compliance with federal and state laws and regulations.

Class Distinctions

Motor Vehicle Captain

Positions are supervisors responsible for scheduling, supervising and evaluating the work of subordinates which includes recommending personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules and assignments; administers personnel policies and procedures; conducts investigations into officers' conduct. This level is distinguished from the Motor Vehicle Sergeant by its full supervisory authority. The Motor Vehicle Captain is distinguished from the Motor Vehicle Commander, which has managerial authority over staff and operations in an assigned district of the state as a second level supervisor.

Motor Vehicle Commander

Positions are managers responsible for supervising staff and operations in an assigned district of the state for the enforcement and investigation of noncompliance with laws and regulations and manage projects and/or processes related to intra and interstate commercial vehicle enforcement.

Responsibilities at this level involve one or more of the following:

1. Managing the program administration of motor vehicle enforcement, including special operations, for the assigned district that includes coordinating activities with other law enforcement agencies, meeting with trucking company owners, and guiding subordinate supervisors to ensure laws and regulations are enforced.
2. Managing the program administration of the investigative unit that includes reviewing criminal and administrative cases that deal with registration, titling and dealer licensing laws.
3. Managing recruitment, retention and recertification of motor vehicle officers and investigators.

This level is distinguished from the Motor Vehicle Captain by its managerial authority over staff and operations in an assigned district of the state as a second level supervisor.

Motor Vehicle Commander Uniform

Positions are supervisors responsible for supervising and evaluating the work of subordinate Uniform Captains which includes recommending personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules and assignments; administers personnel policies and procedures. The Motor Vehicle Commander Uniform is distinguished from the Motor Vehicle Commander in that the incumbent has statewide enforcement of all federal and state laws, rules and regulations governing the travel of commercial motor vehicles and their drivers in and through Iowa.

Effective date: 10/11 BR