



# DEPARTMENT OF MOTOR VEHICLES POSITION DUTY STATEMENT

011-7500-008

**ACTIVE**

CURRENT  
 PROPOSED

1. DIVISION Executive		2. REGION OR BRANCH REAL ID Office	
3. REPORTING UNIT NAME Office of the Director		4. POSITION CITY Sacramento	
5. CLASSIFICATION TITLE CEA B		6. WORKING TITLE Project Director, REAL ID	
7. POSITION NUMBER 011-7500-008		8. PREVIOUS POSITION NUMBER 754-5157-301	
9. CBID/BARGAINING UNIT M01	10. WORK WEEK GROUP E	11. TENURE CEA	12. TIME BASE Full Time

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)?  Yes  No  
 This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

14. CPC ANALYST APPROVAL **V. Patel** 15. DATE APPROVED **1/21/2021**

Effective on the date indicated, the following duties and responsibilities were assigned to the position identified above.

### 16. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the general direction of the Director, the incumbent is responsible for the overall management of the Department of Motor Vehicles' (DMV) REAL ID organization, which includes all aspects of policy, program, and project development, as well as program and project management to meet the Federal REAL ID Act requirements in California. Duties include the following:

### 17. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required  
(in descending order)

- 35% | Oversee policy development and decisions for the REAL ID Act. Make recommendations on major policy issues to the Directorate, the California REAL ID Act Steering Committee, and working committees. Serve as advisor to the Directorate for DMV and statewide decisions regarding REAL ID and the state-to-state (S2S) verification system. Interact with the United States Department of Homeland Security and individuals from all levels of the Federal government to influence the development of regulations and policies governing the REAL ID Act on a national basis.
- 30% | Serve as the single point of contact for REAL ID for the Governor's Office and Department of Homeland Security. Interact and network with other states and national organizations. Represent the DMV at the American Association of Motor Vehicle Administrators (AAMVA) meetings. Oversee internal REAL ID and S2S working groups comprised of DMV employees and, as appropriate, members from other state departments and outside stakeholders. Coordinate communications outreach efforts necessary to provide information needed by DMV's stakeholders and the public related to REAL ID.  
  
 Make day-to-day decisions regarding the DMV's REAL ID and S2S projects. Identify and resolve risks/issues and escalate outstanding risks/issues to the Directorate. Provide updates to the Directorate, Agency Secretary, and Governor's Office on a regularly scheduled basis. Facilitate high level presentations.
- 20% | Provide management oversight and direction to the DMV Functional Teams and Cross-Cutting Teams. Communicate regularly with the DMV's Deputy Director of Legislation to ensure REAL ID related legislation is introduced, lobbied, amended as necessary, and tracked through the legislative



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process. Testify on behalf of the DMV before Legislative committees.

15% Coordinate all DMV REAL ID and S2S projects by providing direction and oversight, setting priorities, and communicating DMV direction, interests, and perspectives to teams assigned to these projects. Approve major scope changes and provide high-level direction. Ensure the projects are allocated sufficient resources, are managed effectively and efficiently using approved project management practices and are implemented as described in the project charters. Review and approve analysis, decision documents, final briefings, steering committee documents, and other working documents. Verify and approve project deliverables.



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### 18. SUPERVISION RECEIVED

Reports to and receives administrative direction from the DMV Directorate.

### 19. SUPERVISION EXERCISED AND STAFF NUMBERS

None

### 20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Works in a fast-paced environment with constantly changing priorities. Works in a temperature-controlled office setting with artificial light. Position is primarily sedentary and requires use of a personal computer and other standard office equipment. May be required to travel in the conduct of State business. May be required to work after hours and on weekends based on business needs and workload fluctuations. Gives presentations in meetings, conferences, and workshops. Communicates with internal and external customers in person and by, telephone, and mail. Attends meetings on headquarters campus and off campus.

### 21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Knowledge of the organization, laws, programs, and purpose of the DMV; decision-making abilities and problem-solving skills in operating a large governmental organization; ability to develop and recommend short and long-range objectives and to coordinate and assure achievement of objectives; ability to advise on efforts to ensure effective and efficient delivery of existing services and to make recommendations to enhance service delivery through the use of emerging technology, non-traditional service delivery methods, and other innovative business models; experience meeting with the Legislature, industry associates, and special interest groups; and experience in formulating, implementing, and monitoring policy.

### 22. PERSONAL CONTACTS

The incumbent is in close, frequent, and regular contact with the DMV Directorate, DMV management, DMV staff, the Governor's Office, the Legislature, the California State Transportation Agency, top administrators of other State departments, control agencies, and other federal, state, and, local agencies.