



**DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT**

037-4621-906

ACTIVE

CURRENT
 PROPOSED

1. DIVISION Licensing Operations Division		2. REGION OR BRANCH Program & Policy Development Branch	
3. REPORTING UNIT NAME Motor Voter Automation		4. POSITION CITY Sacramento	
5. CLASSIFICATION TITLE Assistant Division Chief/Program Manager		6. WORKING TITLE National Voter Registration Act Coordinator	
7. POSITION NUMBER 037-4621-906		8. PREVIOUS POSITION NUMBER	
9. CBID/BARGAINING UNIT E48	10. WORK WEEK GROUP E	11. TENURE Permanent	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. EMPLOYEE PULL NOTICE PROGRAM (VEHICLE CODE SECTION 1808.1.)? Yes No
 This position requires enrollment into the DMV's electronic Employee Pull Notice (EPN) program. Enrollment in the electronic EPN Program is required for all DMV team members who are in a position that meets one or more of the criteria outlined in the DMV's EPN policy.

15. CPC ANALYST APPROVA **Selina Mendoza** **16. DATE APPROVED** **3/30/22**

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

17. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the administrative direction of the Licensing Operations Division (LOD) Deputy Director, the incumbent provides oversight of the work within the Motor Voter Automation Unit (MVAU). As the National Voter Registration Act (NVRA) Coordinator, this position is responsible for all policy activities related to Motor Voter, daily quality assurance, primary point of contact for all information technology activities related to the Motor Voter program, and collaborating with internal and external stakeholders to ensure the department's compliance with Motor Voter Program requirements. Duties include, but are not limited to the following major responsibilities:

18. ESSENTIAL/MARGINAL FUNCTIONS

**Relative % of time required
(in descending order)**

- 30% **Program Oversight and Reporting (E)**
 Establishes a system for the accurate processing and timely transmission of voter registration applications submitted to the department. Monitors the timeliness of the department's transmittals to the SOS. Ensures the required interagency agreement is updated. Oversees and evaluates monthly program data reports to the Secretary of State (SOS), such as the number of completed voter registration applications transmitted, the number of notices sent, and the reasons for any irregularities in the processing of records or transmittal of registration applications, for the SOS to publish the data on its website. Performs complex analysis to assist the SOS with the preparation of the annual report to include information about voter registration trends, analysis of the program data, and a summary of significant errors or delays during the preceding year with respect to processing or transmitting the records. Directs, recommends, reviews, coordinates, and implements Digital Transformation projects such as: Robotic Process Automation and Virtual Field Office (VFO) programs/projects that will assist with streamlining work processes and customer service goals for the division.
- 20% **Collaboration (E)**
 Proactively interacts with the SOS NVRA Coordinator to ensure the department is compliant with Motor Voter Program requirements. Notifies the SOS within three days of identifying any violations of the Motor Voter Program. Participates, on the Motor Voter taskforce which consists of the SOS NVRA



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Coordinator, county elections officials, representatives of the disability community, and field elections and civic design experts. In collaboration with the taskforce, consults with the SOS on the development of the annual review of the effectiveness of the Motor Voter Program and advises the SOS on the effective implementation of the Motor Voter Program.

- 20% **Management (E)**
Provides oversight of the work within the unit. Coordinates and plans the work of the unit with other subdivisions of the department, serves as the primary high point of contact for the division on all IT related issues related to the Motor Voter program including the Information Systems Division (ISD), other agencies, and industry organizations; consults with ISD team leaders and management with regard to implementation of automated processes, improvement to existing programs and correction of computer mishaps related to Motor Voter. Provides expert guidance and makes decisions on the more complex and sensitive issues to ensure the goals and objectives of the unit and department are met.
- 15% **Legislative Evaluation (E)**
Evaluates legislative proposals and advises the Deputy Director and other LOD management regarding the potential impact of proposed legislation on the Motor Voter Program. Coordinates and reviews legislative bill analyses prepared by various departmental staff to ensure the department's perspectives have been presented fully, clearly and accurately. Performs the most complex and sensitive analyses. Provides guidance to division management and staff in the formulation and interpretation of proposed statutory language. Plans and collaborates with various levels of management and staff to resolve complex policy problems and reach suitable agreements.
- 10% **Training and Communication (E)**
Develops, oversees and evaluates training framework to ensure that each employee of the department who interacts with the Motor Voter Program receives, annually and as part of an initial new employee orientation, training on the program requirements and the federal National Voter Registration Act of 1993. Training includes, but is not limited to, instructing employees regarding processing voter information submitted to the department, acceptance rules, transmission deadlines, and procedures for identifying and reporting errors or delays. Creates and facilitates verbal and written presentations for various meetings and conferences for departmental representatives and other governmental and private organizations, on behalf of the LOD Deputy Director and department.
- 5% **Miscellaneous (M)**
Performs other job-related duties as required.



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18. SUPERVISION RECEIVED

The Assistant Division Chief/Program Manager (ADC/PM), Department of Motor Vehicles (DMV), works under the administrative direction of the Deputy Director.

19. SUPERVISION EXERCISED AND STAFF NUMBERS

None

20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The incumbent works in an office setting environment, under artificial light. Requires daily use of a personal computer and related software applications at a workstation. May sit or stand for extended periods of time.

21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

The incumbent is expected to maintain consistent and regular attendance, communicate effectively and professionally (both orally and in writing) in dealing with the public or departmental staff. Possess ability to manage time and resources effectively and possess good judgment in decision making.

May be required to drive a motor vehicle to conduct State business.

May be required to travel.

May be required to work after hours, based on business needs and workload fluctuations.

22. PERSONAL CONTACTS

The ADC/PM has contact with unit staff, other departmental staff and executives, internal and external customers, and other stakeholders in person, by telephone, via e-mail, and mail as needed. The nature of these interactions may be general, confidential, sensitive, or informative.