



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

011-8720-002

ACTIVE

CURRENT
 PROPOSED

1. DIVISION Executive		2. REGION OR BRANCH	
3. REPORTING UNIT NAME Office of the Director		4. POSITION CITY Sacramento	
5. CLASSIFICATION TITLE Chief Deputy Director, Department of Motor Vehicles		6. WORKING TITLE Chief Deputy Director, Department of Motor Vehicles	
7. POSITION NUMBER 011-8720-002		8. PREVIOUS POSITION NUMBER	
9. CBID/BARGAINING UNIT E99	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 is required for team members who are in a position that meets one or more of the criteria outlined in the DMV EPN policy.

15. CPC ANALYST APPROVA **L. Brouwer** 16. DATE APPROVED **3/8/2023**

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 Director, Department of Motor Vehicles (DMV), the Chief Deputy Director is responsible for the day-to-day management of the department's administrative, back office, and program support functions. The Chief Deputy Director plans, directs, and monitors all departmental administrative operations, providing support to the departmental line programs, including the Administrative Services Division (ASD), Investigations Division (INV), Legal Affairs Division (LAD), Data Office, Office of Civil Rights and Resolution, and Audits Office. Duties include the following:

18. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

- 30% **(E)** Assists the Director, DMV in formulating and implementing policy regarding administrative support matters, such as budget and fiscal analysis, business management, departmental training, financial services, human resources, facilities operations, audits, performance, privacy protection, legal affairs, and internal and external investigations.
- 30% **(E)** Oversees the operations of ASD, INV, LAD, and Audits. Develops and recommends short and long-range objectives to the Director, DMV and coordinates and assures responsibility for achieving objectives. Reviews, adjusts, and submits operating plans and budgets to the Director, DMV. Reviews the performance of the ASD, INV, LAD, and Audits Deputy Directors against approved program goals and other operating plans to ensure efficient operations.
- 20% **(E)** Develops, recommends, and ensures organizational and management plans in alignment with the department's goals. Informs the Director, DMV of major administrative support related matters affecting departmental plans and policies to obtain advice, guidance, or authorization as required.
- 15% **(E)** As assigned, represents the Director, DMV at meetings with the Legislature, state control agencies, and interest groups. Acts in the absence of the Director, DMV as needed.
- 5% **(M)** Performs other related duties as required.



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18. SUPERVISION RECEIVED

Reports to and receives administrative direction from the Director, DMV.

19. SUPERVISION EXERCISED AND STAFF NUMBERS

Provides direction to the Deputy Directors of the ASD (Career Executive Assignment [CEA] C), INV (CEA C), LAD (Exempt), and Audits (CEA C). Provides direction to Directorate support staff.

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.

21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

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 demands.

22. PERSONAL CONTACTS

The incumbent has frequent and regular contact with the Directorate staff, Deputy Directors, executive staff advisors, the Governor's Office, the Legislature, the California State Transportation Agency, and top administrators of other state departments, control agencies, and other federal, state, and local agencies.