



POSITION DUTY STATEMENT

Division: Administrative Services Division	Classification Title: 4621 Assistant Division Chief/Program Manager DMV
Branch: Facilities Operations Branch	Working Title: ADC/PM
Unit: Facilities Operations Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 018-4621-002	CBID/Bargaining Unit: M01
<p>Conflict of Interest Classification: No</p> <p>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.</p>	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: E	Effective Date:

<p>Direction Statement and General Description of Duties: Under the general direction of the Branch Chief, the Assistant Division Chief/Program Manager (ADCPM) directs the activities of Facilities' administrative functions; functions include Fiscal, Leasing, Space Planning, Long-range Planning, GIS, Infrastructure Planning, Policy, Facilities-specific Technologies, and Human Resources. Directs and guides a diverse professional staff with statewide program impact. Ensures policies, practices, facilities programming, and tactical measures align with Facilities and Departmental strategic goals.</p>	
<p>Percentage and Essential/Marginal Functions:</p>	
20%	(E)



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	<p>Advises, reviews, guides, and directs Facilities' teams responsible for managing Facilities' budget allocation. Oversees the execution and management of all leases and leased facilities statewide. Oversees the operation of the space planning and space allocation programs for all divisions, Oversees design and build programs for internal spaces, including the Modular Systems Furniture (MSF) program, and the Facilities reporting and human resources teams.</p>
20%	<p>(E)</p> <p>Leads, develops, and modifies internal policy matters related to program-specific functions. Manages allotments and the Facilities budget, tracks expenditures, invoices, accounts payable and receivables, lease structures and lease management, and matters related to Facilities program needs.</p>
15%	<p>(E)</p> <p>Manages personnel issues and personal development for subordinate work units and employees. Ensures compliance with departmental and state policies (CalHR), ensures Equal Employment Opportunities, and manages employer-employee relations and responses as appropriate and within policies for the Department.</p>
15%	<p>(E)</p> <p>Collaborates and coordinates activities between Facilities and control agencies such as the Department of General Services, the Division of the State Architect, the Department of Finance, and the State Fire Marshal in attaining program goals. Works closely with internal and external partners in developing strategic directions with Facilities management, and executes goals and objectives through subordinate personnel. Maintains a working understanding of the Facilities Long-Range planning process and provides recommendations for improvement. Collaborates with stakeholders in developing future-facing policies and program components, and works with stakeholders in implementing established policies and program components. Works with internal stakeholder divisions to drive infrastructure in the direction of multi-use strategies and provide key metrics for targeted changes aligned with departmental shifts in service delivery channels (i.e. planned reduction in infrastructure as customers transition to online services).</p>
15%	<p>(E)</p> <p>Maintains an effective knowledge of the technologies associated with buildings and building operations, including drafting and design software. Maintains an effective knowledge of methodologies associated with building portfolio management and</p>



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	operations. Maintains an effective knowledge of infrastructure and building planning measures and metrics, and creates metrics based on proposed and enacted changes, and tracking measures for performance.
10%	(E) Through subordinate personnel, coordinates the distribution of mandated, required, and ad hoc reports. Evaluates methods for continuous improvement in reporting to minimize waste, improves the impact of reports, and maximizes digital tools. Develops, reviews, coordinates, approves and delivers reports according to established guidelines, including but not limited to the annual Sustainability Report, General Accounting Standards Board Reports, Legislative Analyses and Responses Report, and the development of Facilities Policies Report.
5%	(M) Performs other job-related duties as required.

Supervision Received: Receives direction and guidance from the Facilities Operations Branch Chief, Career Executive Assignment (CEA) classification.
Supervision Exercised and Staff Numbers: Supervises up to eight (8) managers and supervisors in either the Supervisor I & II classifications, or in the Accounting Administrator I Supervisor (AA) classification, and one Office Technician (OT).
Physical Requirements: Will be required to use a laptop and cellular telephone. Infrequent travel (< 5% annually) may be required. Infrequent work after-hours and weekends (< 5% annually) may be required.
Special Requirements: None
Personal Contacts: Collaborative interaction required with all levels of DMV personnel, Control Agencies (CalSTA, DGS, DOF, etc.), partner agencies (NMVB, AAMVA, etc.), and business contacts (Lessors, Vendors, etc.) and project personnel at every level.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform



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the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE