



POSITION DUTY STATEMENT

<b>Division:</b> Legal Affairs Division	<b>Classification Title:</b> 8727 Driver Safety Hearing Officer
<b>Branch:</b> Driver Safety Branch	<b>Working Title:</b> Driver Safety Hearing Officer
<b>Unit:</b> Driver Safety HQTS Sacramento	<b>Tenure/Timebase:</b> Permanent Fulltime
<b>Position City:</b> Sacramento	<b>Position County:</b> Sacramento County
<b>Position Number:</b> 401-8727-003	<b>CBID/Bargaining Unit:</b> R01
<p><b>Conflict of Interest Classification:</b> Yes</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>	
<b>Medical Evaluation:</b> No	<b>Bilingual Language:</b> Unknown
<b>Sensitive Position:</b> No	<b>DMV Employee Pull Notice:</b> Yes
<b>Fingerprint/Live Scan:</b> Yes	<b>Professional License:</b> No
<b>Work Week Group:</b> 2	<b>Effective Date:</b>

<p><b>Direction Statement and General Description of Duties:</b> Position is Headquartered in Sacramento and based out of Salida.</p> <p>Under the direction of the Driver Safety Manager I, the Driver Safety Hearing Officer (DSHO) performs the following:</p>	
<b>Percentage and Essential/Marginal Functions:</b>	
35%	<b>Administrative Review and Analytical Decision Making (E)</b>



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	<p>Conducts driver safety investigations, telephone reexaminations and hearings. Incumbent may be expected to travel to hearing points and/or resident hearing locations to conduct in-person contacts. Reviews evidence and testimony, makes findings of fact and determinations of issues, prepares reports and renders decisions in accordance with statute, case law, and Driver Safety policy and procedures in the following areas: negligent operation, physical and mental conditions, including alcohol and drug abuse cases and commercial driver medical requirements, fraudulent application, fatal and serious injury accident cases. Review and analyze criminal history records, driver records, accident reports, arrest reports and court documents to determine documents to request and the appropriate action on Special Certificate cases. May refer drivers for reexaminations, including driving and vision tests. Review files for possible reinstatement of drivers and orders actions as appropriate.</p>
35%	<p><b>Written Communication (E)</b></p> <p>Initiates and prepares emails, written reports as required by statute, case law, and policy on all decisions relating to driver safety cases. Makes timely necessary corrections of errors on reports and records, which may be encountered.</p>
25%	<p><b>Verbal Communication (E)</b></p> <p>Respond to calls and inquiries from the public, courts, law enforcement agencies, attorneys, management, legal staff, field offices, other headquarter units and district Driver Safety Offices regarding Driver Safety related actions/cases and information regarding the overall driving privilege. Assist support staff with complex issues pertaining to Driver Safety related cases and questions about the driver record. Conduct telephone contacts as appropriate.</p>
5%	<p><b>Miscellaneous (M)</b></p> <p>The DSHO may oversee staff in the absence of the DSM I. Other job-related duties as assigned.</p>

<p><b>Supervision Received:</b> The Driver Safety Hearing Officer reports to and receives assignments from the Driver Safety Manager I. The incumbent may receive assignments from the Driver Safety Manager II or other unit management.</p>
<p><b>Supervision Exercised and Staff Numbers:</b> None.</p>



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**Physical Requirements:** Will be required to sit and type for long periods of time. Occasional filing involves reaching above the head to below the waist. May be required to traverse about the office for short periods of time. May occasionally be required to move and position case files and other office related items weighing up to 15 pounds. Occasional filing involves reaching above the head or below the waist. Traveling by car to training, hearing points and/or resident hearing locations may be required.

**Special Requirements:** Employee Pull Notice (EPN) Program enrollment. Possession of a good driver record (as defined in the classification specifications). Completion of Defensive Driver Training as required.

**Personal Contacts:** Interact with departmental staff and the public by telephone, email, in person, and correspondence. Interactions may be general, confidential, sensitive or informative.

**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 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