



POSITION DUTY STATEMENT

<b>Division:</b> Investigations Division	<b>Classification Title:</b> 8734 Manager III DMV
<b>Branch:</b> Occupational Licensing Branch	<b>Working Title:</b> OL Inspections - Southern CA Manager
<b>Unit:</b> OL Inspections - Region III	<b>Tenure/Timebase:</b> Permanent Fulltime
<b>Position City:</b> Orange	<b>Position County:</b> Orange County
<b>Position Number:</b> 220-8734-001	<b>CBID/Bargaining Unit:</b> S01
<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>Date Approved:</b> 07/01/2022

<p><b>Direction Statement and General Description of Duties:</b> Under the direction of the Occupational Licensing Manager V and Branch Chief, Manager III is responsible for the daily operations of three (3) Occupational Licensing Inspection program regions that license, monitor, and work with customers to maintain or obtain business licenses related to the motor vehicle industry.</p>	
<p><b>Percentage and Essential/Marginal Functions:</b></p>	
35%	<p><b>(E)</b>  (E) Management  Direct and manage Occupational Licensing (OL) Inspections Supervising Inspectors with</p>



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	<p>subordinate staff. Organize, plan, assign, direct, and review the OL Inspections program activities which include managing remote field locations through Supervising Inspectors. Supervise, evaluate, and provide direction to the Supervising Inspectors to ensure optimum operation and management of budget and personnel resources for their region. Responsible for daily personnel management of Supervising Inspectors and guides supervisors on the daily management of subordinate staff. Maintain effective quality control measures to ensure accuracy and timeliness of services and work products. Ensure that new or revised licensing and regulatory policies and procedures from the Manager V, Branch Chief, Deputy Director, and Executive Office are implemented effectively and consistently through clear, concise, and accurate directives to staff. Prepare daily, weekly, monthly, and annual production reports and other statistical information. Apply a strategic action to train, develop, and mentor staff to work independently and make sound decisions when reviewing an application or conducting an inspection for an applicant or business. Maintain professional departmental relationships and utilize effective communication with stakeholders and external and internal customers when resolving a complex issue, assisting and providing direction, and explaining the provisions of the law and administration regulations, policies, and procedures concerning OL. Participates with the Investigations Division on various types of Occupational Licensing cases, reports/presentations to upper management and other internal stakeholders.</p>
30%	<p><b>(E)</b> (E) Program Evaluation Identify, research, analyze, and recommend enhancements to the Inspections Program, modernization, and Organizational Change Management to achieve departmental goals, increase consumer protection, educate licensees, streamline productivity, and increase overall service levels. Develop presentations based on recommendations and present to upper management and other internal stakeholders.</p>
20%	<p><b>(E)</b> (E) Facilities Management Ensure the security and integrity of all departmental records and accountable items through ongoing monitoring, direction to supervisors, and training of staff. Oversee inspections offices and remote facilities maintenance and assure a safe and secure working environment for staff and customers. Oversee the maintenance and repairs of the OL state vehicles through subordinate supervisors.</p>
10%	<p><b>(E)</b></p>



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	<p>(M) Administrative  Evaluate performance of Supervising Inspectors and document and compile information to complete probationary and annual performance reports. Maintain documentation for progressive disciplinary actions, inform upper management of disciplinary problems, and recommend preventative, corrective, and adverse actions as necessary. Maintain attendance and work schedules of subordinate supervisors. Distribute appropriate personnel forms and documentation to employees as needed. Review and Complete required hiring documents to fill vacant positions. Review candidate(s) State Application (STD 678), interview and make hiring recommendations regarding new employees. Recruit candidates based on department’s Equal Employment Opportunity guidelines and policies, Hiring Guide and Personnel Manual. Supervise and coordinate the training of new staff. Provide upward mobility opportunities, as well as assist, coordinate, and evaluate training to all employees.</p>
5%	<p>(M)  (M) Miscellaneous  Participate in special committee assignments and work on special projects. Performs other job related duties as required.</p>

<p><b>Supervision Received:</b> The Manager III reports directly to, and receives the majority of assignments from, the Manager V.</p>
<p><b>Supervision Exercised and Staff Numbers:</b> Directly supervises three (3) Supervising Inspectors with a combined staff of approximately 30 employees.</p>
<p><b>Physical Requirements:</b> Working conditions: Works in an office setting, in a cubicle as well as other workstations throughout the branch locations. Use of a personal computer, telephone, fax machine, photocopier, printer, and 10-key. Physical requirements: Regularly standing and walking throughout the unit is required to provide oversight to staff. Will be sitting for long periods of time. Occasional travel throughout Southern Inspections region, which may include lengthy drives to remote offices. Regularly typing and keying, regularly speaking on the telephone for long periods of time.</p>
<p><b>Special Requirements:</b> Special Requirements: Enrollment in the DMV Employer Pull Notice Program. Possession of a valid Driver License of the appropriate class issued by the DMV. The position(s) require(s) a Background Investigation be cleared prior to being hired. Desirable qualifications: Proficiency in Microsoft Word, Excel, and Outlook. Intermediate writing and presentation skills. Knowledge of the Progressive Discipline process. Possess conflict resolution, communication, teamwork, and self-</p>



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management skills.

**Personal Contacts:** Will interact with departmental staff, public agencies, and the public by phone, e-mail, in-person, fax, mail correspondence, and through presentations. Interactions may be general, confidential, sensitive, technical 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



DEPARTMENT OF MOTOR VEHICLES

220-8734-001

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<b>Direction Statement and General Description of Duties:</b>	
<b>Percentage and Essential/Marginal Functions:</b>	
%	

<b>Supervision Received:</b>
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<b>Supervision Exercised and Staff Numbers:</b>
<b>Physical Requirements:</b>
<b>Special Requirements:</b>
<b>Personal Contacts:</b>

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