



POSITION DUTY STATEMENT

Division: Administrative Services Division	Classification Title: 4801 Supervisor II
Branch: Facilities Operations Branch	Working Title: Facilities Space and Infrastructure Planning Supervisor
Unit: Facilities Operations Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 018-4801-006	CBID/Bargaining Unit: S01
Conflict of Interest Classification: Yes 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.	
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	Date Approved: 05/12/2026

Direction Statement and General Description of Duties: Under the direction of the Facilities Operations Assistant Branch Chief, the Supervisor II, plans and manages the day-to-day operations of the Facilities Space and Infrastructure Planning Section. Performs supervisory functions including hiring, coaching, training, and evaluating employees. Tracks staff time, prepares probation reports and annual appraisals, addresses performance issues, applies progressive discipline when necessary, and recognizes exceptional performance. Duties and responsibilities include planning, directing, and organizing the activities of the Space and Infrastructure Planning staff in the following major areas:

Percentage and Essential/Marginal Functions:



POSITION DUTY STATEMENT

35%	(E) Directly, or through subordinate staff, manage the development of DMV's annual 5 Year Infrastructure Plan, including space standards, current space inventory, space deficiency analysis, acquisition strategies, and long range planning for future space needs. Oversee the preparation of the department's Capital Outlay Budget Change Proposals (COBCPs) and Budget Change Proposals (BCPs) required to implement the 5 Year Infrastructure Plan. Ensure all plans align with DMV and Governor's Strategic Business Plans. Communicates with control agencies including the Department of Finance, Legislative Analyst's Office, Department of General Services as well as legislative staff, local communities, and consultants on matters related to the 5 Year Infrastructure Plan. Manage the development and oversight of the Department's Geographic Information System (GIS) as it supports long range infrastructure planning. Oversee implementation of statewide demographic analyses to inform long term space strategies.
20%	(E) Directly, or through subordinate staff, oversee the development and implementation of and compliance with departmental space standards. Provide annual guidance to divisions to ensure program space standards align with department wide requirements. Participate in interior and site plan design development and internal peer review meetings. Manage headquarters storage, workspace assignments, and utilization, including implementation and oversight of the headquarters hoteling platform. Review and provide feedback on divisional space requests and evaluate existing facilities for vacant or available space to support program or departmental needs.
20%	(E) Provide leadership and oversight for short and long range strategic space planning and project management for DMV facilities statewide. Oversee project management activities including cost projections, schedules, project initiation meetings, job walks, construction oversight, punch list resolution, and Lessons Learned documentation. Monitor statewide space planning, design, procurement, and modular furniture activities across more than 2.8 million square feet of office space. Direct inventory management for warehoused modular systems furniture and surplus conventional furniture. Ensure staff prepare pre-architectural planning studies, workflow analyses, stacking diagrams, and adjacency analyses to support efficient space utilization consistent with DMV's mission and vision.
20%	(E)



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	Provide direction and oversight for section responsibilities related to technology procurement and branch staff training; the Department's sustainability program, including development of the bi-annual road map and oversight of electric vehicle and solar panel equipment repairs and maintenance; statewide environmental compliance activities, including reporting, support contracts, and data management; branch hiring and personnel functions; facilities related policy development and updates; and legislative analysis.
5%	(M) Evaluate facilities related projects to assess productivity, goal achievement, and areas needing improvement. Review and assess the effectiveness of existing or proposed policies, procedures, and standards. Develop and recommend departmental policies, goals, and objectives in support of the Branch's mission. Serve as the Assistant Branch Chief (ADC/PM) in their absence. Performs other job-related duties as assigned.

Supervision Received: The Supervisor II reports directly to the Assistant Branch Chief and receives minimal supervision.

Supervision Exercised and Staff Numbers: The Supervisor II directs two (2) Supervisor Is, one (1) Research Data Specialist II, and one (I) IT Specialist.

Physical Requirements: Primary sedentary for extended periods of time. Operates a computer terminal. Repetitive use of hands. Occasional bending/stooping, reaching above shoulder height, and lifting up to 25 lbs.

Special Requirements: Must pass background and fingerprint clearances before hire.

Personal Contacts: This position works with employees and managers within Facilities Operations Branch, department, other governmental agencies, contract vendors, and private industries on a daily basis through e-mail, regular mail, telephone and in person. Interactions may be general, confidential, sensitive and informative.



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

018-4801-006

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



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Work Week Group:	Date Approved: 05-12-2026

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%	

Supervision Received:



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Supervision Exercised and Staff Numbers:
Physical Requirements:
Special Requirements:
Personal Contacts:

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