



POSITION DUTY STATEMENT

Division: Policy Division	Classification Title: 8734 Manager III DMV
Branch: Industry Administration Branch	Working Title: Manager III
Unit: Business Partner Automation	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 755-8734-003	CBID/Bargaining Unit: E48
Conflict of Interest Classification: 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.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved: 07/02/2026

Direction Statement and General Description of Duties: Under the direction of the Business Partner Automation (BPA) Program Administrator, the Manager III, OMV (E48) independently performs the following:	
Percentage and Essential/Marginal Functions:	
30%	(E) Conducts complex and sensitive analyses and makes determinations that may result in the suspensions or terminations of participants in the BPA program. Conducts complex analytical studies on the BPA program and makes recommendations for enhancements, including preparing written documentation and making oral presentations to various



POSITION DUTY STATEMENT

	employee and stakeholders audiences both internal and external. Arranges meetings with the divisions that are affected by the BPA program and presents information regarding new service providers in the program.
20%	(E) Establishes, analyzes and monitors the First Line Service Providers (FLSP) from sending out information packages, setting up their contracts, setting up their test offices, and working with the Information Security Office (ISO) to make sure the FLSP has the secure Virtual Private Network/Router setup in order to ensure they are in compliance with the regulatory requirements throughout the life of their contracts.
15%	(E) Sets-up Second Line Business Partners (SLBP) in the program and maintains these files for the life of the permit for Business Partners.
15%	(E) Responds via written correspondence to escalated letters sent to the Director's office and/or outside agencies. Responds to telephone inquiries, emails and correspondence dealing with the policy and procedures for the BPA program.
10%	(E) Oversees the FLSP and their corresponding SLBP to ensure compliance with the regulatory requirements. Develops regulatory changes governing the BPA program, making changes to the various forms and handbooks that are part of the BPA program.
10%	(E) Serves as Project Lead for major changes to the BPA program and will be responsible for defining tasks and milestones to achieve predetermined goals and objectives. This will include costing, benefits, risk, implications and chances for the success of each. Other duties as required.

Supervision Received: The Manager III (E48) reports directly to the Manager IV.

Supervision Exercised and Staff Numbers: None



POSITION DUTY STATEMENT

Physical Requirements: Works in an open, high wall workstation, in a climate-controlled building. Will be sitting for long periods of time. Will utilize a computer, telephone, printer, fax machine, and copier/scanner. May work remotely.

Special Requirements: Possess a strong DMV vehicle registration background; have the ability to effectively communicate orally and in writing; effectively manage multiple priorities/workloads; have the ability to act independently to solve problems tactfully; have the ability to work professionally with others in a team environment; and have well-developed interpersonal skills, superior customer service skills, and personal computer skills.

Personal Contacts: The Manager III has daily contact with departmental staff, the Business Partners, other agencies, Occupational Agents and Licensees, and departmental investigators either in person or correspondence. Interactions may be confidential, general, 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