



POSITION DUTY STATEMENT

Division: Policy Division	Classification Title: 3583 Mechanical Engineer
Branch: Autonomous Vehicles Branch	Working Title: Autonomous Vehicles Program Engineer
Unit: Autonomous Vehicles Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 156-3583-001	CBID/Bargaining Unit: R09
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:

Direction Statement and General Description of Duties: Under the direction of the Branch Chief, the Autonomous Vehicle (AV) Program Engineer is responsible for providing technical analysis regarding the operation of autonomous vehicles on California public roads. This position supports the Department's oversight of the Autonomous Vehicles industry through the development of technical analysis and recommendations. The AV Program Engineer assists departmental representatives on committees, and works with manufacturers, other government agencies and testing facilities to provide recommendations to the Department.

Percentage and Essential/Marginal Functions:



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30%	Engineering Analysis/Technical Review (E) Performs technical analysis using engineering fundamentals and mathematics as well as relevant safety standards on incidents reviewed by the department, including but not limited to crashes, occurrence of safety hazards, and AV minimal risk maneuvers. Prepares technical documentation based on facts gathered from manufacturers which show technical analyses of AV incidents occurring on public roads; prepares request for information; meets with manufacturers to review incident inquiries. Conducts analysis and evaluation of remediation efforts provided by manufacturers based on incidents.
25%	Review/Recommend Improvement of Risk Assessment Systems (E) Evaluates manufacturer safety case assessments, safety plans, safety performance indicators, and technical results such as simulation-based tests pursuant to manufacturers statements about safety. Perform critical review of the safety case and determine if safety arguments are reasonably complete and provide evidence to substantiate arguments presented in the safety case. Prepares written recommendations regarding improvement of safety claims.
20%	Review/Recommend Improvement of Systems (E) Reviews applications submitted by manufacturers for AV permits; prepares questions related to review of applications; meets with manufacturers to review technical questions and provides recommendation to department for approval.
10%	Technical Review/Analyze Situations Accurately (E) Conducts data analytics on AV performance data and prepares data visualizations. Analyzes publicly available data from test reports, hazard and risk analyses, other safety performance indicator data sets and conducts technical research where data is not clearly presented, is questionable, or is extremely difficult to interpret, using professional engineering judgment. Assist the department with studies and evaluations related to operation of autonomous technology.
10%	Establish and Maintain Cooperative Relationships/Prepare Correspondence and Make Effective Oral and Written Reports (E) Provides presentations both in written and oral form to internal and external stakeholders on technical analysis. Represents the department on committees or panels.



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5%	Other Duties (M) Performs other duties as required.
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Supervision Received: Under the general direction of the CEA B, Autonomous Vehicle Branch, the incumbent independently conducts professional engineering analyses to facilitate the development, implementation, and execution of the DMV's AV Program.

Supervision Exercised and Staff Numbers: May act in a lead capacity.

Physical Requirements: Occasional lifting, standing, or walking during meetings or field tests, good visual acuity for inspecting components, comfort with technology, and a strong awareness of safety protocols.

Special Requirements: Candidates must demonstrate effective collaboration both independently and within teams, maintaining positive relationships across all levels of the organization, including management, to ensure seamless communication and cooperation. Strong written and verbal communication skills are essential for conveying information clearly to diverse audiences. Proficiency in Microsoft Office tools, particularly Word, Excel, and PowerPoint, is required for efficient documentation and presentation. Additionally, candidates should have a solid understanding of engineering fundamentals.

Personal Contacts: This role involves interacting with departmental staff, management, and manufacturers at all levels through various communication channels such as telephone, email, in-person meetings, or mail. These interactions may range from general inquiries to providing information, handling confidential matters, or addressing sensitive issues.

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
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DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

156-3583-001

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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