



POSITION DUTY STATEMENT

Division: Legal Affairs Division	Classification Title: 8722 Driver Safety Manager III
Branch: Driver Safety Branch	Working Title: Driver Safety Manager III
Unit: Driver Safety Fresno	Tenure/Timebase: Permanent Fulltime
Position City: Fresno	Position County: Fresno County
Position Number: 286-8722-001	CBID/Bargaining Unit: M01
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: Yes
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: E	Date Approved: 01/13/2025

Direction Statement and General Description of Duties: Under the direction of the Region Administrator, the Driver Safety Manager (DSM) III of the Fresno Driver Safety (DS) Office within the DS Branch manages a District Office with four (4) or more subordinate supervisors. The DSM III oversees staff and operations of the Fresno Driver Safety District office and resident locations (Bakersfield and Riverside). The DSM III provides direct supervision to the DSM II and Manager I and indirect supervision to the DSM I positions. Will plan, coordinate, and manage the work and activities of the Fresno Driver Safety District office.

Percentage and Essential/Marginal Functions:

40%

Management (E)



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	Responsible for managing multiple offices that involve the planning, organizing, assigning and directing work of the managers and supervisors for the professional staff (Driver Safety Hearing Officers), Senior Motor Vehicle Technicians, and support staff. Evaluate and coordinate modernization/automation needs. Evaluate and recommend changes in work methods and standards. Monitors work production and prepares production reports and other statistics and recommends staffing and workload adjustments to the Regional Administrator as appropriate in order to regularly meet established workload and statutory timeframes. Responsible for personnel management actions including employer/employee relations, grievance/complaint handling and disciplinary actions.
20%	Oversight (E) Oversees the implementation of new DS program policies and procedures, including the development, formulation and coordination of departmental policies and procedures. Ensures effective communications (written/verbal) with internal and external, governmental entities, the general public and other stakeholders. Audits/maintains effective quality control measures to ensure accuracy and timeliness of work, production, and workloads. Identifies annual goals and develops plans to meet identified goals. Oversees facility safety and security.
15%	Staff Development (E) Ensures that staff members have opportunities for development through training, mentoring and clear expectations. Reviews and evaluates performance of managers and staff. Provides coaching and guidance and initiates corrective measures as needed.
10%	Representation (E) Represents the DS program by establishing and maintaining positive working relationships with all levels of the department. Maintains cooperative relations and communicates with governmental agencies and the public. Acts to resolve customer complaints. Communicates, develops, and maintains cooperative relationships with union representatives to resolve employee complaints and grievances.
10%	Program Knowledge (M) Maintains program expertise by staying informed of policies, procedures, statutory and regulatory changes to act as a subject matter expert when responding verbally or in writing to questions or requests for information regarding the DS program.



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5%	Other Duties (M) Performs other job-related duties as required.
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Supervision Received: The incumbent reports directly to and receive general direction from the Region Administrator.

Supervision Exercised and Staff Numbers: Directly supervises Driver Safety Manager II and Manager I, DMV positions, and indirectly oversees all subordinate staff.

Physical Requirements: Will be regularly sitting, accessing a computer and typing. Will be required to traverse about the office for brief periods of time. Will occasionally move and position office related items weighing up to 15 pounds. May infrequently travel for offsite training, presentations, meetings, and management rotation which may involve overnight stays and/or driving. May be subject to management rotation at the discretion of upper management.

Special Requirements: Employee Pull Notice (EPN) Program enrollment is required. Possession of a good driver record (as defined in the classification specifications). Must successfully complete the Department of General Services' Defensive Driver Training Course at least once every four (4) years.

Personal Contacts: Will interact with departmental staff, public agencies, and the public by phone, e-mail, in-person, fax, mail, 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



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

286-8722-001

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