



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

219-8829-906

Division: Investigations Division	Classification Title: 8829 Inspector DMV
Branch: Occupational Licensing Branch	Working Title: Inspector
Unit: OL Inspections - Region II	Tenure/Timebase: Limited Term Fulltime
Position City: San Francisco	Position County: San Francisco County
Position Number: 219-8829-906	CBID/Bargaining Unit: R07
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: 2	Effective Date:

Direction Statement and General Description of Duties: Under direction of the Supervising Inspector, the Occupational Licensing Inspection Branch (OLIB) perform inspections of entities licensed, or seeking to be licensed by the department. Conduct licensing inspections of business locations, communicates deficiencies to licensees, perform follow up inspections to ensure the deficiencies have been corrected and make referrals where appropriate. Provide partnership with internal/external customers on various types of industry knowledge.	
Percentage and Essential/Marginal Functions:	
45%	Licensing Inspections (E)



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	Conducts on-site inspections of occupational licensees and applicant's business locations for compliance with state laws, rules, and business regulations. Identify non-compliance and makes recommendations to the Supervising Inspector for investigations referral. Perform reviews of driving schools and traffic violator schools and routinely monitor businesses for continued compliance. On-site inspections require travel throughout the state using a state-owned vehicle for official state business. Complete the Mileage Log (STD 273) at the beginning and end of each trip to provide information for Department of General Services mandated reports throughout the year. Inspects the state-owned vehicle and takes the vehicle in for maintenance and repair in accordance to policies and procedures outlined in the INV Policy and Procedure, DMV Fleet Management Unit Policy and Procedure Manual and State Administration Manual.
20%	Advising and Training (E) Advise licensees regarding licensing requirements as questions are received. Attend and participate in meetings with other inspectors, supervisory, and management staff to share information, receive policy and procedural direction, and receive training. Advise the supervisor of workload status and impediments, and resources needs. Coordinate activities with other departmental employees, state agencies, local governments, and industry groups. Participate in training, both as a recipient and as a provider, as directed by the Supervising Inspector. Assist the Supervising Inspector during the course of training less experienced Inspectors, or in a cross-training capacity. Make recommendations to the OLIB management on licensing matters, as well as policy and procedure development pertaining to licenser requirements, ensuring ongoing compliance with state laws, rules, and business regulations.
15%	Audits and Exams (E) Perform pre and post licensing audits of businesses conducting commercial third-party drive test under the ETP and CHP-CDL program. Review applications, records, files, and documents for compliance. Review drive test routes of participants conducting commercial third-party drive tests for compliance. Make recommendations for improvements and modifications to ensure compliance with state and federal requirements. Utilize departmental databases to update and track workflow. Administer proctored exams for various occupational licensee applications.



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15%	Reports (E) Generates written and electronic reports documenting pre-licensing, post-licensing and ETP inspection observations and findings including the reporting of specific workload and hours worked and not worked. Monitors and manages OL workload ensuring efficiency, timeliness, and completeness in processing work within targeted due dates.
5%	Miscellaneous (M) Performs other job related duties as required.

Supervision Received: The Inspector reports directly to and receives the majority of assignments from the Supervising Inspector. This position is subject to a minimum of direction. The incumbent may be required to work independently and apprise the Supervising Inspector or Manager III of continual progress on assigned tasks.

Supervision Exercised and Staff Numbers: None.

Physical Requirements: Sitting for long periods of time and frequently using a personal computer, scanner, 10-key, and typing. Move, pull, and store boxes of dealer supplies and files, not weighing more than 10 lbs. Drive a state issued vehicle to visit numerous off site businesses of licensees or applicants on a daily basis.

Special Requirements: Enrollment in the DMV Employer Pull Notice Program and possession of a valid Driver License of the appropriate class issued by the DMV. Completion of Defensive Driver Training as required.

Personal Contacts: Interacts with departmental staff, and internal and external customers in person at Inspections office, the licensee or applicant's place of business, via telephone, and through correspondence. Interactions may range from general, confidential, sensitive, and 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.)



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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