



POSITION DUTY STATEMENT

Division: Legal Affairs Division	Classification Title: 1890 Senior Motor Vehicle Technician
Branch: Driver Safety Branch	Working Title: Senior Motor Vehicle Technician
Unit: Driver Safety HQTS Sacramento	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 401-1890-007	CBID/Bargaining Unit: R04
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: Yes
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved: 04/03/2025

Direction Statement and General Description of Duties: Under the direction of the Driver Safety Manager I, the Senior Motor Vehicle Technician (SMVT) performs the following duties:	
Percentage and Essential/Marginal Functions:	
50%	Processing Driver Safety Work (E) Reviews, analyzes and processes incoming Driver Safety work and makes routine decisions by initiating appropriate actions including suspension, restriction, revocation or commercial disqualification of the driving privilege. Refers complex cases to hearing officers for review and acquires additional information for the hearing officer. Reviews



POSITION DUTY STATEMENT

	and analyzes Junior Permit applications for approval or denial. Reviews and analyzes Zero Tolerance Critical Need Restriction requests, which includes the use of Internet to research availability of public transportation in the applicant's area. Conduct thorough reviews and analyses of criminal history records, driver records, accident reports, arrest reports, and court documents to identify necessary documents and determine appropriate actions for Special Certificate cases. Reviews conservatorships, commercial medicals and fatal traffic collision reports which may include obtaining additional documents to determine appropriate actions. Prepares written reports. Prepares notices to the driver on all decisions. Updates driver record and automated systems as needed.
25%	Interpret and Apply Information (E) Utilizes the Vehicle Code, Driver Safety Manual, policy and procedures and other instructions to interpret and explain documents and make decisions on Driver Safety cases. Accurately interprets and applies complex discretionary actions, DUI and other mandatory laws affecting the disposition of cases. Using the California Vehicle Code, policies and procedures, and Regulations, imposes, updates and set-asides both discretionary and mandatory actions. Performs difficult and sensitive work, such as Commercial disqualifications, Federal Waivers, and Dismissal Abstracts.
10%	Team Leader (E) Acts as a mentor and lead to Motor Vehicle Representatives to assist with current work products such as Commercial Medical review, Special Certificates, and updating driver records, to ensure full compliance with the established Driver Safety Uniform Process. Provides ongoing training and development as needed to maintain a high degree of knowledge and ability within the unit.
10%	Customer Service (E) Provide superior customer service to the public DMV personnel, courts, law enforcement, and employers by telephone. Provide timely, accurate, courteous, professional, and complex support to all internal and external customers.
5%	Miscellaneous (M) Other job-related duties as assigned.

Supervision Received: The incumbent reports directly to the Driver Safety Manager I. The incumbent may receive assignments from the Driver Safety Manager II or other unit management.



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

401-1890-007

Supervision Exercised and Staff Numbers: None.

Physical Requirements: Will frequently sit in a cubicle; use the telephone, access computer and type. May be required to navigate about the office for short periods. May occasionally be required to move and position case files and other office related items weighing up to 15 pounds. Occasional filing involves reaching above the head or below the waist.

Special Requirements: Employee Pull Notice (EPN) program enrollment. Possession of a good driving record (as defined in the classification specifications.) Completion of Defensive Driver Training as required.

Personal Contacts: Will interact with departmental staff (managers, co-workers, and staff in other divisions) by telephone, e-mail or written correspondence, and in-person, as needed. Interactions may be general, confidential, sensitive, 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