



## POSITION DUTY STATEMENT

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| <b>Division:</b> Legal Affairs Division                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Classification Title:</b> 1890 Senior Motor Vehicle Technician |
| <b>Branch:</b> Driver Safety Branch                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Working Title:</b> Senior Motor Vehicle Technician             |
| <b>Unit:</b> Driver Safety El Segundo                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Tenure/Timebase:</b> Permanent Fulltime                        |
| <b>Position City:</b> El Segundo                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Position County:</b> Los Angeles County                        |
| <b>Position Number:</b> 292-1890-011                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>CBID/Bargaining Unit:</b> R04                                  |
| <b>Conflict of Interest Classification:</b> No<br><br>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. |                                                                   |
| <b>Medical Evaluation:</b> No                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Bilingual Language:</b> Unknown                                |
| <b>Sensitive Position:</b> No                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>DMV Employee Pull Notice:</b> Yes                              |
| <b>Fingerprint/Live Scan:</b> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Professional License:</b> No                                   |
| <b>Work Week Group:</b> 2                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Date Approved:</b> 08/06/2026                                  |

**Direction Statement and General Description of Duties:** Position is Headquartered in El Segundo Driver Safety Office and based out of Van Nuys.

Under the general direction of a Driver Safety Manager I, the SMVT conducts reviews and investigations by analyzing medical and law enforcement referrals and files; determines and takes appropriate actions; gathers data and prepares Notices of Findings and Decisions and reports; responds to inquiries verbally and in writing; conducts Administrative Per Se reviews; assists with planning, organizing, and directing work for Motor Vehicle Representatives; and provides training, feedback, and assistance with complex customer issues.



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| Percentage and Essential/Marginal Functions: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40%                                          | <p><b>Licensing Assessment (E)</b></p> <p>Conduct File Only Work (FOW) reviews and investigations by analyzing and reviewing documents based on medical and law enforcement referrals, and case record files. Determine and take appropriate action including suspending or revoking the driving privilege, placing the driver on probation, ending an action, and ordering reexaminations, hearings and interviews. Prepare reports and decision orders related to primary subject areas including Physical and Mental (P&amp;M), Negligent Operator, Priority Reexaminations, Fatal and Serious Accidents and Fraud.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 20%                                          | <p><b>Driver Safety Support (E)</b></p> <p>Process incoming correspondence. Prepare correspondence and other documents as needed. Obtain information and documents and respond to inquiries from drivers, courts, law enforcement, medical and legal professionals, and government agencies. Act as liaison with Field Office to schedule drive test and obtain and review test results. Act as liaison with law enforcement and obtain chemical test results, arrest and fatal accident reports. Represent the department at traffic safety events. Testify in court as an expert witness.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 15%                                          | <p><b>Team Leader (E)</b></p> <p>Acts as a lead to the Motor Vehicle Representatives. Assist support staff supervisor in the daily planning, organizing/directing of Motor Vehicle Representatives who schedule hearings, interviews and reexaminations. Provide ongoing training and feedback to develop knowledgeable, courteous, and efficient technicians. Provide post driver license information to both internal and external customers. Assist technicians with the most complex problem resolutions relating to post licensing issues and transactions. Assist technicians by handling difficult and complex customer complaints. Assist with orientation and on-the-job training of newly hired staff. Act as a mentor to ensure full compliance with established Driver Safety Uniform Procedures. Provide new employees with feedback to develop employees with a comprehensive knowledge of the Driver Safety Program. Ensure team is up-to-date on all procedures including all changes to Driver Safety Uniform Processes (DSUP), Driver Safety Awareness Program (DSAP) and all Department memos in order to perform their duties correctly as well as facilitate assistance and training to technical staff.</p> |
| 10%                                          | <p><b>Law Interpretation (E)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



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|     | Conduct Administrative Per Se administrative reviews to determine whether a preponderance of evidence exists to uphold the action ordered; obtain additional evidence as needed; issue corrected and set aside orders. |
| 10% | <b>Reporting (E)</b><br>Gather data and prepare weekly, monthly and quarterly reports for offices, regional and branch management. Ensure files and hearing tapes meet established branch purge criteria.              |
| 5%  | <b>Miscellaneous (M)</b><br>Other job-related duties as required.                                                                                                                                                      |

**Supervision Received:** The position reports directly to and receives the majority of assignments from the Driver Safety Manager I and may receive assignments from other Driver Safety management within the unit.

**Supervision Exercised and Staff Numbers:** None.

**Physical Requirements:** Will be required to sit and type for long periods of time. Occasional filing involves reaching above the head or below the waist.

**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:** Interact with departmental staff and the public by telephone, e-mail, in person and correspondence. Interactions may be general, sensitive, confidential, 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.)*



DEPARTMENT OF MOTOR VEHICLES  
POSITION DUTY STATEMENT

292-1890-011

| 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 |
|-------------------------|------------------------------|------|
|                         |                              |      |