



POSITION DUTY STATEMENT

Division: Executive Division	Classification Title: 7500 Career Executive Assignment
Branch: N/A	Working Title: Chief, Driver Safety Branch
Unit: CEA Unit	Tenure/Timebase: Non-Tenured Fulltime
Position City: Statewide	Position County: Statewide
Position Number: 060-7500-021	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: Yes	DMV Employee Pull Notice: Yes
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: E	Date Approved: 08/18/2026

Direction Statement and General Description of Duties: Under the direction of the Legal Affairs Division Deputy Director, the Driver Safety Branch Chief serves as a high-level manager responsible for the strategic leadership, direction and oversight of statewide Driver Safety Branch operations. The incumbent exercises comprehensive management authority over both field and headquarters administrative functions to ensure the consistent, equitable and efficient execution of driver safety programs. This role is critical in balancing public safety of California roadways with the protection of due process rights for drivers subject to discretionary administrative and hearing actions.

Percentage and Essential/Marginal Functions:



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30%	Operational Leadership and Strategic Implementation (E) Direct and oversee the day-to-day operation and strategic execution of the Driver Safety Branch in collaboration with Driver Safety Branch field and Headquarters Region Administrators. Ensure uniform, effective formulation and implementation of departmental policies, administrative procedures, and statutory mandates across all areas within the branch. Drive modernization advancements, operational efficiencies and continuous improvement initiatives to streamline branch workflows, reduce case backlogs, and elevate public service delivery. Continuously evaluate branch performance metrics, data analytics and operational outcomes to brief leadership on emerging trends, program vulnerabilities and policy recommendations.
25%	Administrative Due Process and Hearing Oversight (E) Oversee the administration of discretionary authority within the driver safety hearing process, ensuring that all administrative actions adhere to the legal standards and due process of law requirements. Collaborate with legal counsel, executive management and Driver Safety Branch leadership to maintain consistency, fairness, quality and transparency in administrative hearings and investigations.
20%	Communication and Systems Administration (E) Serve as the primary departmental liaison and high-level representative for the Driver Safety Branch, fostering collaborative relationships with internal and external stakeholders. Direct and oversee strategic internal and external communications to ensure accurate, transparent, and consistent dissemination of branch policies and procedural updates. Administer and oversee the Driver Safety case management systems, driving technological alignment to optimize data tracking, system security, and workflow efficiency across branch operations.
20%	Personnel Development and Resource Management (E) Support workforce development by establishing comprehensive training, mentoring and performance management program for branch team leaders and team members. Direct resource allocation, workload distribution and budgetary planning to align staffing levels with operational demands and strategic priorities. Foster a high-performance, inclusive work culture that prioritizes employee engagement, professional growth, and accountability.
5%	(M) (M) Performs other duties as required.



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Supervision Received: Receives general direction from the Deputy Director and Chief Counsel, Legal Affairs Division.

Supervision Exercised and Staff Numbers: Responsible for the activities of the Driver Safety Branch

Physical Requirements: The position is located in an office setting and requires daily use of a personal computer and other office equipment. The position may require working under tight deadlines and irregular hours.

Travel to attend meetings and conferences may be required.

Special Requirements: Knowledge of the organization and functions of California State Government including organization and practices of the Legislature and Driver Safety Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices. Gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters. 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: Position interacts with all levels of department staff and management, as out-sourced training vendors by phone, e-mail, 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.)



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

060-7500-021

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