



POSITION DUTY STATEMENT

Division: Operations Division	Classification Title: 4800 Supervisor I
Branch: Operations Modernization Branch	Working Title: Supervisor I
Unit: Staff Services	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 202-4800-009 Conflict of	CBID/Bargaining Unit: S01
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: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: E	Date Approved:

Direction Statement and General Description of Duties: Under the guidance of the Supervisor II, the Supervisor I oversees a team of Analyst I/II staff responsible for the Operations Division's hiring process and training coordination. Duties include but are not limited to the following:

Percentage and Essential/Marginal Functions:

40%

Human Resources (E)

Manages Human Resources (HR) Liaison staff responsible for facilitating the Operations Division's hiring process, reviewing and recommending changes to ensure compliance with the DMV Hiring Guide, processing Departmental Action Requests (DAR) to establish, reclassify or abolish positions to meet personnel and budgeting requirements, providing



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	feedback to management on resolving position issues, and reviewing and preparing specialized requests such as out-of-class assignments, promotions-in-place, and hardship transfers. Processes recruitment packages for high level manager positions. Reviews and submits requests for hiring budget approvals. Performs daily and monthly audits of hiring documents and the position database. Assists the Supervisor II in developing action plans for ensuring the Division's vacancies are filled timely and efficiently. Monitors reporting tools and tracks hiring progress to support the Supervisor II in making recommendations to the Deputy Director and Chief of Staff for improving the hiring process. Assists the Supervisor II in providing guidance and overseeing training to management on hiring and employee development best practices and other personnel processes as well as advising management on confidential personnel matters including sensitive work performance issues.
20%	Training Programs (E) Oversees the Divisional Training Coordinator's duties which include tracking large-scale training efforts, processing employee training requests through DMV's Learning Management System (LMS), coordinating leadership training, and ensuring management and staff are in compliance with the State's training mandates such as Sexual Harassment, Privacy & Security, and the 20-hour, biennial Continual Leadership training. Reviews branch training plans, budget allotments, and training contracts to ensure the Division's training needs and requirements are identified and implemented on an annual basis. Communicates training-related issues and concerns to the Department's Learning and Development Branch to ensure timely resolution. Assists the Supervisor II in overseeing the division's New Employee Onboarding Program.
20%	Staff Development (E) Handles personnel related matters, including time keeping, approval of absences, hiring, interviewing, assigning and redirecting work assignments based on priority and operational needs, providing training and mentoring to staff, conducting probation and performance evaluations, and correcting issues and deficiencies in staff performance. Performs other staff development related duties as required.
10%	Research and Procedures (E) Reviews documents and procedures developed by staff related to the hiring process, HR, and training procedures, desk manuals, and personnel-related guidelines and advises on necessary revisions. Makes determinations and recommendations to upper management on where gaps exist and where new procedures must be developed. Oversees staff to research and propose hiring and training-related project goals, methods, resources, and lessons learned for upper management review. Guides staff on researching, analyzing,



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	and writing the more complex processes and procedures to ensure consistency across the division and align with the DMV and California Department of Human Resources (CalHR) standards and regulations.
10%	Additional Assistance (M) Provides additional assistance as required within the division and serves as support and back-up to the Supervisor II and counterpart Supervisor I. Performs other job-related duties as required.

Supervision Received: The Supervisor I reports directly to and receives the majority of assignments from the Supervisor II.

Supervision Exercised and Staff Numbers: The Supervisor I directly supervises four (4) Analyst I/II.

Physical Requirements: Working conditions Work in a climate-controlled office environment in a cubicle. Works under artificial lighting, with exposure to computer screens and other basic office equipment. Will be sitting and typing for long periods of time. Physical requirements May be required to travel for offsite site assessments, training, presentations and meetings up to 10% of the time. Exert up to 25 lbs. of force occasionally, and a negligible amount of force to move objects.

Special Requirements: None

Personal Contacts: Will interact with a variety of executives, program managers, managers, rank and file staff, vendors/consultants, customers, and stakeholders from within the division, other divisions, or other state departments. Communication is performed by phone, e-mail, in-person, and mail. 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

202-4800-009

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