



POSITION DUTY STATEMENT

Division: Administrative Services Division	Classification Title: 4800 Supervisor I
Branch: Human Resources Branch	Working Title: Supervisor I
Unit: Human Resource Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 031-4800-004	CBID/Bargaining Unit: S01
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: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: E	Date Approved: 08/24/2026

Direction Statement and General Description of Duties: Under the general direction of the Supervisor II, Human Resources Branch, the Supervisor I is responsible for the management, leadership, and overall services and activities of the Medical Management Unit. A total of 4 professional and technical staff, and responsibilities include:

Percentage and Essential/Marginal Functions:

35%	(E) Supervises, trains, evaluates and assists with the work of Medical Management Unit team members; assigns and evaluates workload and special projects to team members and reviews the completed product for accuracy; develops the analytical and decision-
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	making skills of subordinate team members through discussion and critique. Utilizes effective communication strategies and performance management techniques in providing staff feedback; counsels staff as needed. Completes performance evaluations and probationary reports timely and honestly.
30%	(E) Provides leadership direction to identify and resolve a broad range of day-to-day operational issues concerning sensitive and complex medical management matters; manages the development and administration of policies, guidelines, and procedures for various statutory and contract-related programs, including but not limited to, Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA), Reasonable Accommodation (RA), Fitness For Duty (FFD), Medical Options Letter, Medical Actions, Leave of Absence (LOA), and Controlled Substance Abuse Testing (CSAT). Monitors difficult, sensitive, confidential and controversial medical related issues; develops and implements customer service improvements; set priorities and objectives of projects; monitors activities to ensure compliance with state/federal laws, rules, regulations and policies.
20%	(E) Directs and manages the activities of the Medical Management Unit by identifying goals, setting objectives and priorities. Identifies, assesses, evaluates and makes recommendations to streamline the workflow, processes and procedures; ensures the accuracy, consistency and timeliness of work products.
10%	(E) Develops goals and objectives to enhance team member's personal development and optimize the operations of the Medical Management Unit to meet the program's service needs. Oversees the development and delivery of comprehensive, ongoing technical training to the Medical Management team members. Supervises and manages the development, implementation, and maintenance of desk procedures. Ensures training materials are current, relevant and meet the goals and objectives. Identifies department-wide outreach training. Oversees the coordination, development and preparation of correspondence, procedural and information memos, reports, and issue papers relating to various medical management matters.
5%	(M) Performs other duties as required.



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Supervision Received: Under the general direction of the Supervisor II. May also receive direction from the Assistant Chief, and Chief.

Supervision Exercised and Staff Numbers: The Supervisor I provides general direction to four (4) Analyst I/Analyst II.

Physical Requirements: Primarily semi-sedentary in a climate controlled modern office building. The position may require working under tight deadlines and irregular hours and may require several hours of reviewing documents in both electronic and hard copy. Requires use of a personal computer and other standard office equipment. Occasional reaching at or above shoulder level, occasional bending/stooping, and occasional lifting up to 20 pounds. Ability to communicate effectively with internal/external customers, give presentations; and participate at meetings, conferences, and workshops. Occasional travel to other agencies to attend meetings may be required and occasional overnight travel required.

Special Requirements: Excellent communication, writing, interpersonal, research and analytical skills are essential. Knowledge of and experience in interpreting and applying related governmental laws, rules, and regulations; knowledge of and experience in Principles & techniques of Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA), Reasonable Accommodation (RA), Fitness For Duty (FFD), Medical Options Letter, Medical Actions, and the Substance Abuse Program (SAP); general office equipment. Proficiency in Microsoft Office, Visio & FileMaker Pro. Develop & maintain cooperative working relationships; contribute to activities necessary to achieve the DMV's goals & affirmative action objectives. Ability to develop clear and fair departmental policies, think creatively and innovatively, and maintain confidentiality.

Personal Contacts: The incumbent is in close, frequent, and regular contact with all levels of DMV management, DMV's Legal Affairs Division, and staff at other State departments via telephone, email, in person, or by mail. Interactions may be general, informative, confidential, or sensitive in nature.

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



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

031-4800-004

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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



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031-4800-004

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Percentage and Essential/Marginal Functions:	
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Supervision Received:



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Special Requirements:
Personal Contacts:

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