



POSITION DUTY STATEMENT

Division: Administrative Services Division	Classification Title: 4969 Manager I
Branch: Human Resources Branch	Working Title: Performance Management Manager
Unit: Human Resource Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 031-4969-002	CBID/Bargaining Unit: M01
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: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: E	Date Approved: 08/27/2026

Direction Statement and General Description of Duties: Under the general direction of the Personnel Officer, the Manager I, Performance Management Team, is responsible for providing leadership and direction in the administration of the Department's Performance Management Program.	
Percentage and Essential/Marginal Functions:	
35%	(E) Plans, directs, and oversees staff responsible for providing advise and consultation to all levels of DMV management in the effective administration of the State's performance management process. Develops policies and procedures to meet the requirements of newly enacted legislation, laws, rules, and regulations as prescribed by the control



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	agencies, including the State Personnel Board and California Department of Human Resources (CalHR). Develops goals and objectives to enhance staff's professional development. Oversees the administration of the probationary report and annual performance appraisal process for the department.
25%	(E) Collaborates with the Legal Affairs Division to ensure actions are legally sound. Ensures formal action is warranted, consistent with recent case law, considers relevant precedential decision and comparable cases, and complies with State and Federal labor law, bargaining unit contracts, and departmental policy. Ensures employees' due process rights to adequate notice are satisfied and meets all legal requirements. Collaborates with the Investigations Division and maintains strict confidentiality regarding pending employee arrests, requests for Ordered Leave, and appropriateness of placement on Administrative Time Off (ATO), extension of ATO, and/or Absence without Leave (AWOL).
20%	(E) Collaborates with all levels of management in the resolution of employee performance management matters at varying stages of implementation. Recommends appropriate courses of action based on the nature, complexity, and impact of the behavior to employees, the department, and/or the public. Provides consultation to Executive Management in the resolution of the most sensitive and complex performance management issues and cases.
15%	(E) Reviews all ATO requests and approves/denies in alignment with CalHR policy. Consults with Human Resources Leadership and Legal Affairs on the review of Criminal Offender Record Information (CORI). Oversees the development and delivery of ongoing training to management on the performance management and progressive discipline processes.
5%	Other Duties (M) Assists in the development of Stipulated Agreement language to prevent processing discrepancies. Participates on committees and workgroups as needed. Performs other job-related duties as required.

Supervision Received: The Manager I reports directly to and receives a majority of direction from the Personnel Officer. May also receive direction from the Human Resources Branch Chief.



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Supervision Exercised and Staff Numbers: The Manager I provides direction to three (3) Supervisor I (Specialists), one (1) Analyst III, and two (2) Analyst II's
Physical Requirements: Requires fine hand manipulation and repetitive use of hands. Occasional reaching above shoulder level, bending/stooping, and lifting up to twenty pounds. Working Conditions: Primarily sedentary for extended periods of time and operates a computer terminal. Ability to communicate effectively with internal/external customers over the telephone. Gives presentations and participates in meetings.
Special Requirements: Must pass background check and fingerprint clearance prior to hire.
Personal Contacts: This position will interact with all levels of departmental staff and/or management via email, telephone, or in person. 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



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MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE