



POSITION DUTY STATEMENT

Division: Operations Division	Classification Title: 5157 Analyst I
Branch: Staff Services Branch	Working Title: HR Liaison
Unit: Staff Services	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 202-5157-302	CBID/Bargaining Unit: R01
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: 2	Date Approved: 09/10/2026

Direction Statement and General Description of Duties: Under the direction of the Administrative Support Operations Section Supervisor I, the incumbent acts as the division's Human Resources (HR) Liaison. This includes completing hiring related projects, conducting research and writing on various Operations Division specific processes, training managers regarding processes and procedures, reviewing and coordinating hiring related documents.

Percentage and Essential/Marginal Functions:

40%

Hiring Process Facilitation (E)

Performs hiring coordination duties for assigned branches and reporting units. Processes Departmental Action Requests (DARs) to establish, reclassify or abolish positions to meet



POSITION DUTY STATEMENT

	personnel and budgeting requirements, providing feedback to management on resolving position issues. Prepares budget approval requests. Updates/creates Duty Statements and Opportunity Bulletins. Writes position justifications. Screens and scores job applications and schedules interviews. Compiles and reviews 1308 hiring packages to ensure compliance with the DMV Hiring Guide. Prepares and processes out-of-class, promotion-in-place and hardship transfer requests. Prepares Training and Development assignments including preparation of necessary documents and justifications. Utilizes departmental recruitment tools such as the Examination and Certification Online System (ECOS), Oracle, and position management databases.
25%	Tracking and Maintenance (E) Maintains the division's position database and analyzes the data collected in order to make effective recommendations to managers regarding their positions and fund uses. Prepares reports pertaining to attrition, vacancies and temporary fund use. Works directly with management and staff to ensure accurate reporting. Maintains and updates human resources documents, such as organizational charts, vacancy forms and various hiring procedures.
20%	Consultation and Training (E) In conjunction with the Human Resources Branch (HRB), advises divisional management on confidential hiring matters. Answers general questions regarding examinations, eligibility, salaries, and other pertinent information. Serves as divisional guide to supervisors on subjects including writing effective duty statements, writing hiring justifications, hiring process changes, etc. Consults with management and HRB when necessary to resolve complex hiring matters. Reviews and analyzes hiring trends and reminds management to follow appropriate procedures pertaining to hiring matters. Monitors hiring process changes from HRB and ensures those are being implemented on a divisional level. Helps develop and provide training to managers on HR and hiring processes.
10%	Projects, Research, and Writing (M) Completes reviews of current hiring practices and makes recommendations to management on where gaps exist or where procedures must be defined. Researches and proposes hiring projects, methods, resources, and lessons learned for management review. Researches, analyzes, and writes divisional guidelines related to hiring in order to ensure consistency across the division to align with the DMV and California Department of Human Resources (CalHR) standards and regulations.
5%	Support (M)



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	Performs back-up duties for other HR Liaisons. May serve as the primary or back-up Employer Pull Notice (EPN) Coordinator. May serve as the back-up to the Divisional Training Coordinator. Performs other job-related duties as required.
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Supervision Received: The incumbent reports directly to and receives the majority of assignments from the Supervisor I. This position is subject to a minimum of general direction.

Supervision Exercised and Staff Numbers: None.

Physical Requirements: May be required to travel for offsite training, presentations and meetings up to 5% of the time.

Special Requirements: None.

Personal Contacts: Will interact with departmental staff (managers, coworkers and staff from other units) 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.)

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



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

202-5157-302

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE



POSITION DUTY STATEMENT

Division: Operations Division	Classification Title: 5393 Analyst II
Branch: Staff Services Branch	Working Title: HR Liaison
Unit: Staff Services	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 202-5393-302	CBID/Bargaining Unit: R01
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: 2	Date Approved: 09/08/2026

Direction Statement and General Description of Duties: Under the direction of the Administrative Support Operations Section Supervisor I, the incumbent acts as the division's Human Resources (HR) Liaison. This includes completing complex hiring related projects, independently conducting research and writing on various Operations Division specific processes, training managers regarding processes and procedures, reviewing and coordinating hiring related documents.

Percentage and Essential/Marginal Functions:

40%	Hiring Process Facilitation (E) Performs hiring coordination duties for assigned branches and reporting units. Processes Departmental Action Requests (DARs) to establish, reclassify or abolish positions to meet
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POSITION DUTY STATEMENT

	personnel and budgeting requirements, providing feedback to management on resolving the more complex position issues. Prepares budget approval requests. Updates/creates Duty Statements and Opportunity Bulletins. Writes position justifications. Screens and scores job applications and schedules interviews. Compiles and reviews 1308 hiring packages to ensure compliance with the DMV Hiring Guide. Reviews and prepares out-of-class, promotion-in-place and hardship transfer requests. Coordinates Training and Development assignments including preparation of necessary documents and justifications. Utilizes departmental recruitment tools such as the Examination and Certification Online System (ECOS), Oracle, and position management databases. Trains and mentors new team members.
25%	Tracking and Maintenance (E) Maintains the division's position database to inform the Deputy Director and Branch Managers of the status of positions and vacancies. Analyzes the data collected in order to make effective recommendations to managers regarding their positions and fund uses. Prepares reports pertaining to attrition, vacancies and temporary fund use. Works directly with management and staff to ensure accurate reporting. Maintains and updates human resources documents, such as organizational charts, vacancy forms, and various hiring procedures.
20%	Consultation and Training (E) In conjunction with the Human Resources Branch (HRB), advises divisional management on confidential hiring matters. Provides an expert, comprehensive knowledge of hiring processes to recommend appropriate courses of action. Answers general questions regarding examinations, eligibility, salaries, and other pertinent information. Serves as divisional consultant/trainer to supervisors and upper management on subjects including writing effective duty statements, writing hiring justifications, hiring process changes, etc. Consults with management and HRB when necessary to resolve complex hiring matters. Reviews and analyzes hiring trends and reminds management to follow appropriate procedures pertaining to hiring matters. Monitors hiring process changes from HRB and ensures those are being implemented on a divisional level. Develops and provides training to managers on HR and hiring processes.
10%	Projects, Research, and Writing (E) Completes reviews of current hiring practices and makes recommendations to management on where gaps exist or where procedures must be defined. Independently researches and proposes hiring projects, methods, resources, and lessons learned for management review. Researches, analyzes, and writes more complex divisional guidelines and procedures related to hiring in order to ensure consistency across the



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	division to align with the DMV and California Department of Human Resources (CalHR) standards and regulations.
5%	Support (M) Performs back-up duties for other HR Liaisons. May serve as the primary or back-up Employer Pull Notice (EPN) Coordinator. May serve as the back-up to the Divisional Training Coordinator. Performs other job-related duties as required.

Supervision Received: The incumbent reports directly to and receives the majority of assignments from the Supervisor I. This position is subject to a minimum of general direction.

Supervision Exercised and Staff Numbers: None.

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 training, presentations and meetings up to 10% of the time.

Special Requirements: Desirable qualifications: Team-oriented, takes initiative, creative thinking, analytical skills, training and meeting facilitation skills, excellent communication and writing skills.

Personal Contacts: Will interact with departmental staff (managers, coworkers and staff from other units) and other state agencies 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.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE
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DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

202-5393-302

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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