



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

208-8734-005

Division: Policy Division	Classification Title: 8734 Manager III DMV
Branch: Information Policy Liaison Branch	Working Title: Manager III
Unit: Information Policy Liaison Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 208-8734-005	CBID/Bargaining Unit: E48
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: 08/30/2024

Direction Statement and General Description of Duties: Under the general direction of the Manager IV, the Manager III (E48) is responsible for analytical assignments in the Information Policy Liaison Branch that relate to the release of DMV information. Additionally, the Manager III is responsible for resolving sensitive issues.	
Percentage and Essential/Marginal Functions:	
40%	Research and Analysis (E) Provides information to internal and external requesters on driver license and vehicle registration, the California Vehicle Code, department policies, procedures and programs. Develops policies and regulations relating to the Information Services Branch and the



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	release of DMV information. Performs the most complex analytical functions regarding legislation, regulations, decision documents, policies and policy statements relating to the release of information from the department's databases; and the implementation of new programs relative to the Information Services Branch.
30%	Communication (E) Develops, prepares and coordinates the review of informational memo as it relates to statutory, policy or procedural changes to driver license and vehicle registration. Independently prepares correspondence for management, the Deputy Director, the Directorate and the Governor's Office regarding inquiries from the public about information access. Responds directly to the more difficult customer complaints and inquiries, both verbally and in writing, regarding inappropriate access to vehicle/vessel registration and driver license records; and takes appropriate action, if necessary. Conducts reviews of Commercial and Government Requester Audits. Recommends possible corrective actions for an account holder's misuse of DMV data and/or non-compliance with the terms and conditions of its agreement with the Department.
20%	Project Management (E) Represents DMV at events, seminars, conferences, webinars, task forces, committees and workshops relative to driver licenses, vehicle registration or other departmental information. Coordinates and hosts meetings with internal and external customers to promote understanding of DMV's policies, procedures and statutory requirements. Establishes and maintains proactive working relationships with internal and external stakeholders for the purpose of training and consistency in the appropriate use of DMV information, policies, and procedures. Participates as a team leader/or member on projects regarding policies and procedures relating to the department's information services. Responsible for keeping management and staff updated regarding the progress of all projects.
10%	Reports (M) Maintains and creates manuals, forms, statewide information memos or newsletters to account holders. Collects and/or maintains statistics regarding access volumes and prepare reports to keep management apprised on any significant variances. Other duties as required.

Supervision Received: The Manager III will report directly to the Manager IV in the Information Policy and Liaison Branch. This position is subject to a minimum of continuous direct supervision.



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Supervision Exercised and Staff Numbers: None
Physical Requirements: May be required to operate a personal computer terminal for extended periods to review, edit, prepare, and complete assignments in a climate-controlled environment with artificial lights.
Special Requirements: Fingerprint/Criminal Record Clearance required.
Personal Contacts: Will interact with departmental staff, management, external customers, vendors and contractors by phone, e-mail, in person or mail, as needed. Interactions may be general, confidential, technical, 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

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE