



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

060-7500-035

Division: Executive Division	Classification Title: 7500 Career Executive Assignment
Branch: N/A	Working Title: Project Director, REAL ID
Unit: CEA Unit	Tenure/Timebase: Non-Tenured Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 060-7500-035	CBID/Bargaining Unit: M01
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: Yes	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: E	Date Approved: 10/30/2024

Direction Statement and General Description of Duties: Under the general direction of the Enterprise Applications Branch Chief, the incumbent is responsible for the overall management of the Department of Motor Vehicles' (DMV) REAL ID organization, which includes all aspects of policy, program, and project development, as well as program and project management to meet the Federal REAL ID Act requirements in California.	
Percentage and Essential/Marginal Functions:	
35%	(E)



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	Oversee policy development and decisions for the REAL ID Act. Make recommendations on major policy issues to the Directorate, the California REAL ID Act Steering Committee, and working committees. Serve as advisor to the Directorate for DMV and statewide decisions regarding REAL ID and the state-to-state (S2S) verification system. Also, serve as the single point of contact for REAL ID for the Governor's Office and Department of Homeland Security. Interact with the United States Department of Homeland Security and individuals from all levels of the Federal government to influence the development of regulations and policies governing the REAL ID Act on a national basis. Coordinate communications outreach efforts necessary to provide the information needed by DMV's stakeholders and the public related to REAL ID.
30%	(E) Responsible for providing direction, managing, and delivering Digital Experience Platform (DXP) – Driver License and ID card Modernization program by working with cross-functional business and technical teams across the enterprise along with the vendor systems integrator(s). Support DXP Project Director in ensuring overall DXP program success.
20%	(E) Represent the DMV at the American Association of Motor Vehicle Administrators (AAMVA) meetings. Oversee internal REAL ID and S2S working groups comprised of DMV employees and, as appropriate, members from other state departments and outside stakeholders. Make day-to-day decisions regarding the DMV's REAL ID and S2S projects. Identify and resolve risks/issues and escalate outstanding risks/issues to the Directorate. Provide updates to the Directorate, Agency Secretary, and Governor's Office on a regularly scheduled basis. Facilitate high-level presentations.



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15%	(E) Coordinate all DMV REAL ID and S2S projects by providing direction and oversight, setting priorities, and communicating DMV direction, interests, and perspectives to teams assigned to these projects. Approve major scope changes and provide high-level direction. Ensure the projects are allocated sufficient resources, are managed effectively and efficiently using approved project management practices and are implemented as described in the project charters. Communicate regularly with the DMV's Deputy Director of Legislation to ensure REAL ID related legislation is introduced, lobbied, amended as necessary, and tracked through the legislative process. Review and approve analysis, decision documents, final briefings, steering committee documents, and other working documents. Verify and approve project deliverables. Testify on behalf of the DMV before Legislative committees.
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Supervision Received: Reports to and receives administrative direction from the Enterprise Applications Branch Chief.

Supervision Exercised and Staff Numbers: None

Physical Requirements: Attends meetings on headquarters campus and off campus.

Special Requirements: Ability to advise on efforts to ensure effective and efficient delivery of existing services and to make recommendations to enhance service delivery through the use of emerging technology, nontraditional service delivery methods, and other innovative business models; experience meeting with the Legislature, industry associates, and special interest groups; and experience in formulating, implementing, and monitoring policy.

Personal Contacts: The incumbent is in close, frequent, and regular contact with the DMV Directorate, DMV management, DMV staff, the Governor's Office, the Legislature, the California State Transportation Agency, top administrators of other State departments, control agencies, and other federal, state, and local agencies.

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



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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