



POSITION DUTY STATEMENT

Division: Investigations Division	Classification Title: 1890 Senior Motor Vehicle Technician
Branch: Special Operation Command Branch	Working Title: Senior Motor Vehicle Technician
Unit: Protected Records Unit	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 317-1890-011	CBID/Bargaining Unit: R04
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: 06/02/2021

Direction Statement and General Description of Duties: Under general direction of a Manager I, serves as an expert resource requiring independent judgment and thorough knowledge of all aspects of vehicle registration and driver license to resolve the most complex technician duties relative to the highly confidential and sensitive nature of the Confidential Address Program, government and undercover license plates, Safe at Home program, and other various driver license law enforcement and government needs.

Percentage and Essential/Marginal Functions:

45%

(E)



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	Confidential Records : Builds records that are not maintained in the DMV database; ensures all necessary documentation is completed and available; reviews for accuracy; keys these confidential records into the system. Applies thorough thought and analysis to verify, process, authorize, and issue special plates and/or confidential driver licenses when requested by law enforcement officers relative to the performances of their duties. Manually tracks all incoming and processed workloads, providing monthly workload statistical reports to the unit manager for inclusion in the Program Information Report (PIR) and divisional backlog reports; monitors backlogs. Monitors and maintains the ordering and issuance of controlled items such as registration indicia and license plates.
30%	(E) Confidential Address Program :Independently reviews requests for services from local, state and federal law enforcement agencies for the Confidential Address Program, and Safe at Home program; determines eligibility for said programs based on business rules established through divisional/departamental policy and procedure and legislative bill enrollments; responds to requesters of said programs through telephone contact, receipt and/or preparation of written correspondence, and through personal face-to-face interviews.
10%	(E) Vehicle Record Stops :Places and maintains confidential control stops on certain driving and/or vehicle records as requested by either local, state, or federal law enforcement agencies or departmental management in order to provide an audit trail to detect and furnish information on a record; provides telephone notification to the agency/department manager of any activity on the record.
10%	(E) SME / Trainer : Trains new staff as needed. Acts as a subject matter expert for the Unit Modernization Project. Analyzes requests submitted by legislature regarding unit programs and makes recommendations to management on feasibility of requests. Updates and writes unit policies and procedures as required as program changes/enhancements occur.
5%	(M) Other Duties :Acts on behalf of the Manager I in their absence. Performs other job-related duties as required.



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Supervision Received: The SMVT works under general direction from the Manager I, DMV, and may receive general direction from the Manager III, DMV.

Supervision Exercised and Staff Numbers: Does not provide supervision to others, but may provide lead direction and guidance to staff in completing tasks. Assists with training, reviewing, and auditing of work.

Physical Requirements: Works in a multistory building, in an office setting. Will be sitting (may be sitting for long periods of time), standing, reaching, multitasking, and moving around the office environment; frequent lifting up to 20 pounds, occasional lifting up to 50 pounds. Will be accessing computers, typing/data entry, handling multiple phone calls from public and departmental employees.

Special Requirements: Customer services skills, computer skills, dependability and punctuality, written and verbal communication, interpersonal skills. The ability to comprehend and retain complex procedures.

Personal Contacts: Will interact with all levels of departmental staff as well as the public by phone, email, and mail. 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

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE



DEPARTMENT OF MOTOR VEHICLES
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