

POSITION DUTY STATEMENT

Division: Executive Division	Classification Title: 7500 Career Executive Assignment
Branch: N/A	Working Title: Region V Administrator
Unit: CEA Unit	Tenure/Timebase: Non-Tenured Fulltime
Position City: Thousand Oaks	Position County: Ventura County
Position Number: 060-7500-027	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: Yes
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: E	Date Approved: 06/22/2018

Direction Statement and General Description of Duties: Under the general direction of the Deputy Director, Field Operations Division (FOD), the Region Administrator is responsible for the overall management and operation of the Department of Motor Vehicles (DMV) field and industry offices, which includes responsibility for disbursement of directives, policy decisions, personnel management, community relations, short- and long-range planning, workload projections, and budgets.	
Percentage and Essential/Marginal Functions:	
25%	(E)

POSITION DUTY STATEMENT

	Formulates regional objectives, programs and goals; establishes priorities for their achievement, and reviews and adjusts operating performance relative to objectives and plans. Reports progress and makes recommendations to the Deputy Director. Identifies and initiates changes to policy, procedure or law which will assist the division in its objectives.
20%	(E) Directs area managers in effective implementation of driver licensing and motor vehicle registration programs and achievement of specific operational goals. Emphasizes high quality performance in maintaining effective public relations, providing supervisory and employee development opportunities, and complying with established policies and procedures. Implements training and personnel development programs in region through divisional training coordinator.
20%	(E) Conducts regularly scheduled field visits to evaluate operational performance in region. Corrects operational deficiencies within established guidelines and recommends to the Deputy Director changes required to meet new management or operating requirements. Counsels office managers collectively and individually, through regularly scheduled meeting and training sessions, on new and modified plans, policies and procedures, and ensures effective implementation.
15%	(E) Reviews, adjusts and finalizes office budgets at region level for inclusion with the divisional budget, and through allocation of budgeted resources, operates the region within the approved limits. Implements staffing standards in region and transfers personnel or workload among offices to meet operating requirements.
5%	(E) Makes recommendations to the Deputy Director concerning facility needs in region, including location of field offices, size and basic configuration. Implements approved facility plans in cooperation with other state agencies involved in facility management.
5%	(E) Develops and maintains cooperative relationships with the public, news media, legislative members, governmental agencies, groups and associations that are interested in departmental goals and objectives.

POSITION DUTY STATEMENT

5%	(E) During a job action, ensures that priority services of the DMV continue in predesignated offices. Makes decisions to adjust personnel in the field offices, and establishes a reporting system to keep Headquarters fully apprised of events in a timely manner. In the event of an emergency, implements the approved Emergency Operation Plan. (Type and breadth of implementation depends upon type and extent of emergency.)
5%	(M) Performs other duties as assigned.

Supervision Received: The incumbent works under the general direction of the Deputy Director, FOD.

Supervision Exercised and Staff Numbers: Direct supervision of: Manager V: 3 Manager IV: 5 Manager III: 10 Manager II: 4 Manager I: 1

Physical Requirements: Works in an office environment and uses a computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

Special Requirements: Special Requirements: May be required to drive a motor vehicle in the conduct of State business. May be required to work after hours based on business needs and workload fluctuations. Desirable Qualifications: Ability to create a clear vision, set goals and expectations, achieve planned goals and objectives, and encourage leadership, teamwork, and initiative; ability to establish and maintain effective and beneficial relationships with executive management and staff, members of the community, and local community groups; well-developed interpersonal skills; ability to communicate effectively, both verbally and in writing; knowledge of the State budget process and ability to manage a budget; knowledge of quality customer service principles; ability to ensure accurate and timely service; ability to improve and implement processes through subordinate supervisors to meet customer service objectives; knowledge of DMV FOD programs; experience in personnel management, training and development, staff motivation and recognition, and performance management.

Personal Contacts: Interacts with DMV managers/supervisors, peers, other departmental employees, the public, the news media, legislative members, and other governmental agencies in person and by telephone, email, and mail as needed. Interactions may be general, confidential, sensitive, and/or informative.

POSITION DUTY STATEMENT

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