STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

568-8746-086

Division: Field Operations Division	**Classification Title**: 8746 Manager I DMV
Branch: Region III	**Working Title**: Office Manager
Unit: San Andreas	**Tenure/Timebase**: Permanent Fulltime
Position City: San Andreas	**Position County**: Calaveras County
Position Number: 568-8746-086	**CBID/Bargaining Unit**: S01
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: No	**DMV Employee Pull Notice**: Yes
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: 2	**Date Approved**: 03/21/2019

Direction Statement and General Description of Duties: Manages a Grade I office providing drivers license, vehicle registration and other services to the public. Under the general direction of the regional administrator, the field office manager is primarily responsible for effectively managing workloads and resources and budgeting available dollars and hours to ensure that the field office is fully staffed and functional. The field office manager is directly responsible for development and maintenance of a high quality public service program, for correctly and fairly administering all department programs, implementing new technology and providing employee development. The field office manager is responsible and accountable for daily operational activities.

Percentage and Essential/Marginal Functions:

45%	**Daily Supervision (E)** Plans, organizes, directs and controls the work assignments of subordinate supervisors to ensure that all work is processed in a timely manner and the public is properly served. May perform tasks in cashiering, registration, driver licensing and occupational licensing.
20%	**Budgets (E)** Develops data/projections relative to workload volumes, hours and dollars to be used in annually constructing current and budget year work and spending plans; monitors and reports to the region administrator on planned versus actual results and status.
10%	**Equipment Monitoring and Technology (E)** Implements new technology; ensures that subordinate staff is fully prepared to use new processes; monitors automated system to evaluate the impact on daily operational efficiency and maintain the integrity of the system; reports results to the region administrator.
10%	**Facilities (E)** Makes recommendations on facilities maintenance; delegates to the administrative manager primary responsibility for resolving facility-related issues; follows accepted and approved procedures in implementing repairs; provides data to the region administrator regarding the need for additional facilities or facility improvements. Correctly communicates information on policies and procedures downward through the organization. Encourages feedback on significant issues.
10%	**(E)** Customer Service and Training Develops cooperative relationship with the media, auto clubs, dealerships, and other groups having specific work-related involvement with DMV. Provides employee development for subordinate staff through training and assignment opportunities to produce high quality, well-trained staff.
5%	**Miscellaneous (M)** Other duties as required.

Supervision Received: The Office Manager performs tasks under general direction of the Regional Administrator.
Supervision Exercised and Staff Numbers: Supervision of the following staff: Senior Motor Vehicle Technicians Motor Vehicle Representatives
Physical Requirements: Works in fast paced environment with constantly changing priorities. Works in an office setting, in a cubicle with artificial light. May be sitting for prolonged periods of time at a computer.
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.
Personal Contacts: Will interact with departmental staff as well as the public by email, in person, and mail, 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

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

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Fingerprint/Live Scan: Yes	**Professional License**:
Work Week Group:	**Date Approved**: 03-21-2019

Direction Statement and General Description of Duties:	
Percentage and Essential/Marginal Functions:	
%	

Supervision Received:

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Supervision Exercised and Staff Numbers:
Physical Requirements:
Special Requirements:
Personal Contacts:

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