

POSITION DUTY STATEMENT

Division: Legal Affairs Division	Classification Title: 8723 Driver Safety Manager II
Branch: Driver Safety Branch	Working Title: Driver Safety Manager II
Unit: Driver Safety HQTS Sacramento	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 401-8723-003	CBID/Bargaining Unit: S01
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: Yes
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: E	Date Approved: 09/28/2026

Direction Statement and General Description of Duties: This position is headquartered in Sacramento, but will be based out of the closest Driver Safety Office of the incumbent's residence. Under the general direction of the Driver Safety Manager III, the Driver Safety Manager II is responsible for managing the LAD DS Liaison and Training Unit. The incumbent plans, organizes, directs, and evaluates statewide Driver Safety training, policy and procedure development, and law enforcement liaison and outreach activities. The incumbent directly supervises Driver Safety Manager Is (DSM I) responsible for developing and delivering Driver Safety training; developing, revising, and maintaining the Driver Safety Manual, Uniform Processes, procedures, forms, and related resource materials; and conducting outreach and serving as liaisons between Driver Safety and law enforcement agencies.

Percentage and Essential/Marginal Functions:

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25%	Management (E) Plans, manages, and directs the daily operations of the LAD DS Liaison and Training Unit. Directly supervises DSM Is responsible for Driver Safety training, procedures, and law enforcement liaison and outreach activities. Establishes priorities, assigns and evaluates work, coordinates schedules and statewide activities, and ensures work is completed timely and consistently with departmental and Driver Safety rules, regulations, policies, procedures, and legislative mandates. Ensures the quality, accuracy, and timeliness of services and work products. Coordinates vacation and work schedules to ensure prompt and high-quality service to the public. Acts as a mediator in situations requiring conflict resolution.
25%	Driver Safety Training and Program Oversight (E) Plans, organizes, and directs the development and maintenance of the Driver Safety training program, policies, and procedures. Oversees the development and revision of training curriculum, the Driver Safety Manual, Uniform Processes, procedures, forms, letters, notices, job aids, and other program resources. Ensures materials accurately reflect statutory and regulatory requirements, departmental policy, and technological and operational changes. Establishes quality-control measures to ensure statewide consistency and accuracy. Coordinates with Driver Safety management and subject matter experts to identify training and program needs, evaluate effectiveness, and implement improvements.
15%	Law Enforcement Liaison and Outreach (E) Plans, organizes, and directs statewide Driver Safety liaison and outreach activities with the California Highway Patrol, local law enforcement, and other governmental partners. Oversees staff responsible for maintaining collaborative relationships and communicating Driver Safety laws, policies, procedures, reporting requirements, forms, electronic reporting processes, and program changes. Directs the development and delivery of law enforcement training, presentations, and informational resources. Identifies recurring reporting issues and training needs and coordinates solutions to improve communication and the quality and timeliness of information provided to DMV.
15%	Leadership and Staff Development (E) Provides leadership, direction, coaching, and mentoring to subordinate DSM Is. Assesses staff training and development needs and provides opportunities for professional development through training, mentoring, and clear expectations. Promotes consistency, accountability, collaboration, succession planning, and continuous professional development. Reviews and evaluates staff performance, provides coaching and guidance,

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	and initiates corrective measures as needed.
10%	Representation and Stakeholder Coordination (E) Represents the Driver Safety Branch and Legal Affairs Division in meetings, presentations, workgroups, and other forums with departmental programs, law enforcement agencies, governmental entities, and other stakeholders. Explains and interprets Driver Safety laws, policies, procedures, and technical requirements. Establishes effective working relationships and coordinates resolution of complex program and operational issues. Assists with statewide Driver Safety workshops, conferences, training, and outreach events.
5%	Program Expertise and Technical Support (E) Maintains program expertise by staying current with Driver Safety policies, procedures, and statutory and regulatory changes. Serves as a subject matter expert when responding verbally or in writing to complex questions and requests for information regarding the Driver Safety program. Performs special projects and assignments as required.
5%	Miscellaneous (M) Performs other job-related duties as required.

Supervision Received: Reports directly to and receives general direction from the Driver Safety Manager III and the Driver Safety Branch Chief.

Supervision Exercised and Staff Numbers: Incumbent directly supervises Driver Safety Manager Is (E48).

Physical Requirements: Will be regularly sitting, accessing a computer and typing. Will be required to traverse about the office for brief periods of time. Will occasionally move and position office related items weighing up to 15 pounds. May infrequently travel throughout the state for training, law enforcement outreach, presentations, meetings, workshops, conferences, and other program activities, which may involve driving, flying, and overnight stays.

Special Requirements: Employee Pull Notice (EPN) Program enrollment is required. Possession of a good driver record (as defined in the classification specifications). Must successfully complete the Department of General Services' Defensive Driver Training course at least once every four (4) years.

DEPARTMENT OF MOTOR VEHICLES

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Personal Contacts: Will interact with departmental staff, law enforcement agencies, other governmental entities, and the public by phone, virtual meeting, email, in person, mail, and through presentations. Interactions may be general, confidential, sensitive, technical, 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