

POSITION DUTY STATEMENT

Division: Operations Division	Classification Title: 1890 Senior Motor Vehicle Technician
Branch: Driver Licensing Branch	Working Title: Senior Motor Vehicle Technician
Unit: Mandatory Actions Unit	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 255-1890-053	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: 02/04/2026

Direction Statement and General Description of Duties: Under general direction of the Manager I, Department of Motor Vehicles (DMV), in the Mandatory Actions Unit, the Senior Motor Vehicle Technician (SMVT) is a lead technician for the performance of the most difficult, complex, and technical work of the DMV. In this capacity, the SMVT should exhibit a high degree of initiative, independence of action, and responsibility for the accuracy and thoroughness of their work. Responsibilities include, but are not limited to:	
Percentage and Essential/Marginal Functions:	
40%	Telephone Customer Inquiry (E)

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	Responds to complex requests for information from various stakeholders, departmental entities, the public, and out of state jurisdictions regarding Driving Under the Influence (DUI) laws. Interprets and explains laws pertaining to various mandatory actions and requirements for reinstatement of an individual's driving privilege.
20%	Record Analysis (E) Determines eligibility, restrictions, and other requirements on the reinstatement of driving privileges for suspended drivers. Reviews and makes decisions on the reinstatement of driving privileges when contacted by field office technicians after reinstatement fees are collected. Reviews the most complex driving records of convicted drivers with multiple DUI offenses to determine the appropriate actions to be taken in accordance to applicable DUI laws, Commercial laws, Administrative Per Se laws, and departmental policies. Contacts Ignition Interlock Device (IID) installers, attorneys, drinking driver programs, law enforcement, and courts agencies when reviewing records and determining Driver License reinstatement.
20%	Subject Matter Expert and Communication (E) Assists management by providing lead direction and guidance to Motor Vehicle Representatives (MVR), Motor Vehicle Assistants (MVA), and related staff. Performs quality assessment of other SMVT peers and MVR's processed work to ensure accuracy, appropriateness of actions taken, and identify work improvements. Performs quality review of MVR's processed workloads to ensure validity of their determination prior to correction. Serves as an expert resource to staff and representatives of other governmental agencies in relevant subject-matter areas and in developing training materials or updating procedures for training resources. Assists in formal or informal training of new employees in a group setting and provides one-on-one or refresher training to staff and management. Receives and processes incoming customer mail, escalated correspondence, and prepares appropriate responses. Responsible for the most difficult and sensitive correspondence for the Directorate, Governor's Office, and various government entities, and the public relative to current mandatory DUI actions and requirements for reinstatement. Serves as the departmental expert witness for the United States Federal, Superior, and Municipal courts regarding DUI laws.
15%	Recommendations and Audits (E) Reviews and analyzes the most difficult driving records and documents by interpreting and applying the most complex provisions of the Vehicle Code, laws, policies and regulations to determine the appropriate course of action (e.g. license reinstatement, driver eligibility with DUI convictions for IID installation, etc.). Conducts audits on driver record corrections. Processes applications via Robotic Process Automation (RPA) and

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	Virtual Field Office (VFO).
5%	Miscellaneous (M) Performs other job-related duties as required.

Supervision Received: The Senior Motor Vehicle Technician (SMVT) performs tasks under general direction of the Manager I, Department of Motor Vehicles (DMV).
Supervision Exercised and Staff Numbers: None
Physical Requirements: Walking, bending, lifting, and arm extending may be required. May be required to transport personal shred bins and boxes of paper (10 pounds or more).
Special Requirements:
Personal Contacts: The SMVT has contact with all levels of departmental staff, the public, various stakeholders, and departmental entities in person, by telephone, via e-mail, and mail as needed. The nature of these 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



DEPARTMENT OF MOTOR VEHICLES

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MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE