STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

175-8740-003

Division: Operations Division	**Classification Title**: 8740 Manager II DMV
Branch: Registration Services Branch	**Working Title**: Support Manager
Unit: Registration Processing III	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 175-8740-003	**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**: No
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: 2	**Date Approved**:

Direction Statement and General Description of Duties: Under the direction of the Manager IV in the Registration Processing Unit the Manager II is responsible for the overall operations, activities, and functions of Registration Processing Unit Sections and directly responsible for Manager I's and staff. The Manager II will oversee multiple work sections, processing various vehicle and vessel registration and title applications, and monitor for program compliance.

Percentage and Essential/Marginal Functions:

40%	**(E)** Through subordinate managers: supervises, plans, organizes, and directs the work of employees performing a variety of technical, clerical, and specialized work relative to

	vehicle and vessel registration processing and titling. Administers new and existing legislative requirements as they affect each employee accordingly. Reviews employee administrative documents for accuracy, completeness, and approval; Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Leave of Absence (LOA) requests; and State Compensation Insurance Fund (SCIF) claims.
35%	**(E)** Analyzes and resolves automated processing problems by recommending and taking appropriate action. Interprets and explains the registration laws, and departmental policies and procedures to the public and other governmental agencies. Performs special management tasks as required. Resolves complex issues pertaining to processing and procedural matters.
10%	**(E)** Maintains records and prepares statistical and productivity reports, as required. Recruits new personnel to fill vacancies by conducting interviews and making recommendations for selection according to the DMV hiring guidelines. Develops probationary and annual performance reports, and provides supplementary reports as needed to staff. Coordinates computer system access for the Section.
10%	**(M)** Assists the Unit Manager with estimating future workload variations, staffing, and equipment needs. Recommends changes in RSPU policy, work methods, and procedures where appropriate. Assumes control of, and overall responsibility for the RSPU in the absence of the Unit Manager.
5%	**(M)** Recommends and takes appropriate action for equipment problems that effect processing. Makes decisions on technical problems and personnel issues. . Communicates legislation and technology upgrade changes that affect registration processing to personnel within RSPU. Other duties as required.

Supervision Received: The Manager II works under the general direction of the Manager IV.
Supervision Exercised and Staff Numbers: The Manager II supervises two (2) Manager I's and approximately 43 employees.

Physical Requirements: The Manager II may be required to assist with the distribution of workloads by transferring bundles of work up to 10 pounds.
Special Requirements: Supervisory, Leadership, Training, Auditing and Quality Control, and Special Project experience.
Personal Contacts: The Manager II has daily contact with departmental staff, the public, and other agencies, including, but not limited to California Air Resources Board, California Highway Patrol, and Commercial Motor Vehicle Industry Agents and Licensees, by phone, in person, and in writing. Interaction may be confidential, general, 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