STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

170-4801-001

Division: Digital Services Division	**Classification Title**: 4801 Supervisor II
Branch: Staff Services Branch	**Working Title**: Chief of Staff
Unit: Staff Services Branch	**Tenure/Timebase**: Limited Term Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 170-4801-001	**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**: No
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: E	**Date Approved**:

Direction Statement and General Description of Duties: Under the general direction of the Deputy Director, Digital Services Division, the Chief of Staff is a key member of the divisional management team with responsibility for directing professional level staff through subordinate managers and independently performing complex staff and administrative assignments related to programs, projects, communication, hiring, contracts, and budgets.

Percentage and Essential/Marginal Functions:

40%	**Administrative Support (E)** Directly responsible for a fully developed staff series function providing administrative support services to the division. Responsibilities include overseeing the divisional

	budget, acquisitions and contracts, responding to fiscal assignments, personnel management, and training of divisional employees. Oversees and monitors the divisional budget, including resource allocation and expenditure management planning, budget reduction exercises, workload indicator analysis, cost accounting activities and fiscal analysis assignments. Oversees the division's information technology assets, contracts, acquisitions, upgrades, and maintenance. Oversees and coordinates human resource functions including adverse actions, workers compensation, reasonable accommodation requests and leaves of absence. Ensures the integrity of the divisional hiring process and oversees the division's personnel hiring transactions and reviews for compliance with human resource and budgetary requirements. Acts as primary liaison with the Equal Employment Opportunity and Labor Relations offices. Develops and implements division wide training programs and policies. Ensures staff have completed mandatory training classes that are required each year. Provides direction on administrative support functions including contracts, statewide procurement efforts, and records retention. Oversees facilities, space planning needs, and safety and security requirements for the division that includes headquarters units and other locations.
30%	**Communications Representative (E)** Provides administrative and technical advice to the Digital Services Deputy Director on the day-to-day operations of the division. Provides direction to staff who have responsibility for outreach activities for the department. Advises and makes recommendations to the Deputy Director on operational improvements to streamline operations and on the implementation of new and revised policies and programs that are within the scope of DSD. Reviews legislative analysis, legislative proposals, and regulations to identify the operational impact to the division. Represents the division at critical enterprise-wide meetings with other Chiefs of Staff where administrative policies, departmental issues, and assignments are developed and evaluated in terms of implementation, to assess divisional and departmental impact. Participates in strategic planning activities for the division.
15%	**Project Advisor (E)** Conducts, attends, and participates in departmental project meetings on behalf of the Digital Services Deputy Director. Ensures that essential project information is communicated to the DSD Deputy Director and divisional management as it relates to departmental projects. Develops action plans and provides direction to divisional staff on the development and implementation of projects that impact DSD. Directs staff on requirements for reporting on projects, and reviews, edits, and ensures reports are developed in compliance with policies and procedures. Ensures timely submittal of reports to divisional and executive management.

15%	**Maintains Systems (M)** Maintains responsibility for the division's system access requests and security, including database and automated functions that support the department's major programs and public service efforts for DSD environments. Develops and approves roles and changes to roles, tracks requests for access, ensures completion of orders, monitors exceptions, ensures the integrity of overall system access, including both inception and deletion to maintain system security. Performs other job-related duties as required.

Supervision Received: Under the general direction of Deputy Director.
Supervision Exercised and Staff Numbers: The Supervisor II (Chief of Staff) directly supervises three to five team members with Analyst I/II classification and is responsible for communication to various segments of the entire division, up to 55 people.
Physical Requirements: Occasional on-site visits may be required. A reliable internet connection is required and will not be reimbursed. Travel (including overnight statewide travel) will occasionally be required.
Special Requirements: May be required to participate in the DMV Employee Pull Notice.
Personal Contacts: Will interact with departmental leaders, managers and staff as well as vendors and the public by phone, email 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