STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

056-8731-010

Division: Policy Division	**Classification Title**: 8731 Manager IV DMV
Branch: Licensing Policy Branch	**Working Title**: Manager IV
Unit: Licensing Policy Section	**Tenure/Timebase**: Limited Term Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 056-8731-010	**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: E	**Date Approved**:

Direction Statement and General Description of Duties: Under the general direction of the Manager V, the Manager IV supervises a staff of Manager I/II/III's in the Driver Licensing Policy Section. The section is responsible for the department's non-commercial driver license (DL) and identification card (ID) pre and post licensing programs such as legal presence, driver licensing actions, financial responsibility, and driver safety program areas. Duties include, but not limited to the following responsibilities:

Percentage and Essential/Marginal Functions:

35%	**Personnel Management (E)** Trains, assigns, evaluates, supervises and coordinates the work of managers/policy analysts. Provides guidance and makes decisions on the more complex and sensitive

	issues to ensure the goals and objectives are met. Performs personnel functions such as hiring, writing and administering performance evaluations and takes disciplinary action. Develop section policies. Communicate policies and procedures, identify responsibilities, and provide guidelines in the performance of specific tasks.
25%	**Project Management (E)** Manages the development and implementation of projects assigned to the unit. Assumes project management of difficult, complex, or sensitive work in the unit. Ensures staff projects are on track to meet required deadlines, challenges are mitigated appropriately. Makes recommendations to the Manager V, Program Manager or Deputy Director regarding Policy impact, legislation, and operational requirements. Coordinates with all affected entities in order to develop and prepare cost/budgetary evaluations, decision documents, programming requests, publication requests, regulations, implementation schedules, special project documents, post implementation evaluations, media responses.
20%	**Program Administration (E)** Interpret and advise on the laws and administrative regulations and policies as they relate to the DL/ID card programs including but not limited to legal presence, Driving Under the Influence (DUI), Digital Transformation (paper-based processes to digital), Robotic Process Automation (RPA), and Virtual Field Office (VFO), and inter-agency programs and business practices. Evaluate new and existing programs for appropriate action. Handles more complex or sensitive correspondence and telephone calls. Oversees the development of complex administrative documents such as, but not limited to: legislative analyses, legislative proposals, reports to the Legislature, correspondence, memorandums and other policy documents, issue papers, and decision documents.
15%	**Representation and Communication (E)** Represent the department in meetings with other governmental agencies, industry groups and public organization. Conducts and facilitates presentations. Responds to inquiries regarding existing policies and potential policy changes. Attends training and conduct research to stay informed of policy, procedural, and regulatory changes. Act as a resource when responding to questions or requests for information or formulating explanations regarding DL/ID programs.

5%	**Miscellaneous (M)** Serves as Manager of the unit in the absence of the Manager V. Provides backup support to the Federal Licensing Evaluation and Credentialing section. Performs other duties as required..

Supervision Received: The incumbent reports directly to the Manager V. The incumbent receives the majority of their assignments from the Manager V and Assistant Division Chief/Program Manager but may receive assignments from the Branch Chief, as appropriate.

Supervision Exercised and Staff Numbers: The incumbent directly supervises four (4) Manager I/II/III.

Physical Requirements: Working Conditions Works on the third floor of an office building, in a large, partially partitioned cubicle under artificial light. Frequently exposed to basic office equipment (computers/screens, telephones, fax machines, printers, photocopiers, etc.) Frequently uses a personal computer and telephone to research and respond to inquiries, time-sensitive demands, and shifting priorities. Physical Requirements Incumbent frequently sits at a workstation using a personal computer (PC) for extended periods of time. Occasional bending, lifting, and arm-extension may be required to transport documents weighing up to 10 pounds to confidential destruction bins. Occasionally required to walk with in assigned unit. Regularly required to travel around the DMV headquarters to attend onsite meetings and/or attend online video/telephone conferences. May infrequently be required to travel out-of-town for meetings or training, which may involve flying, driving, and overnight stay.

Special Requirements: Special Requirements: Enrollment in the DMV Employee Pull Notice Program (EPN) and completion of Department of General Services Defensive Driver Training, as required. Desirable Qualifications: Demonstrated knowledge of the California Vehicle Code, regulations, and legislation pertaining to driver licensing; ability to analyze and solve complex problems including using creative and innovative thinking and make decisions involving varied levels of ambiguity and risk; knowledge of quality service principles, ability to ensure accurate and timely service, and ability to improve and implement processes through subordinate supervisors to meet customer service objectives; experience in personnel management and ability to plan, organize, and direct staff; well-developed interpersonal skills and ability to communicate effectively verbally and in writing with all levels within and outside the department; ability to gain the confidence of executive and management staff and advise them on.

Personal Contacts: Interacts with the public, departmental staff, and other governmental agencies via video conferencing, telephone, correspondence, and in-person, as needed. Interactions may be general, confidential, or sensitive in nature. May be required to respond to time-sensitive requests from the

public, departmental executive leadership, or policy-makers.

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